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The Representative Council of Shota Meskhia
State Teaching University of Zugdidi

Regulations of the Main Educational Unit (Faculty) of Social Sciences and Healthcare of Shota Meskhia State Teaching University of Zugdidi

Article 1. Status of the Main Educational Unit (Faculty)

1. The Faculty of Social Sciences and Healthcare (hereinafter the “Faculty”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter the “Teaching University”) is the Main Educational Unit of The Teaching University.
2. A decision on reorganization (setting up or abolishing) of the Faculty is made by the Academic Council and approved by the Representative Council.
3. The Faculty may be comprised of the teaching, research (department, laboratory, programme directions, clinic, etc.) and other auxiliary structural units.
4. The representative body of the faculty is the Faculty Council, which consists of all the academic personnel of the Faculty and the representatives of students’ self-governance.
5. The number of students’ self-governance representatives in the Faculty Council is defined by the Regulations of the Faculty, but cannot be less than 1/4 of the entire membership of the Council.
6. The “payroll and salary fund of academic, administrative and auxiliary personnel” of the Teaching University determines the staff units of the Dean, the Secretary, and the Coordinator of the Educational Process Management.

Article 2. Authority of the Faculty Council

The Faculty Council shall:

- a) Elect the Dean based on free, fair and equal elections via secret balloting by the majority of members on the list;
- b) Upon the Dean’s nomination, develop strategic development plan of the faculty, as well as educational programs and submit them to the Academic Council of the Teaching University for approval;
- c) Upon the Dean’s nomination, develop the faculty’s structure and regulations and submit them to the Representative Council for approval;
- d) Draft the main educational unit (Faculty) budget and submit it to the Head of Administration for approval;
- e) Be entitled to consider the issue of early termination of term of office in case of violation of the law by the Dean, improper fulfillment of his/her duties and obligations and/or carrying out activities indecent for the Dean, upon the request of not less than 1/3 of the members of the Council of the Faculty. The decision about the early termination of the term of office of the Dean shall be made via secret balloting, by the majority of members on the list. The Dean shall not take part in balloting stipulated by this clause. Appealing of the decision made on this issue shall not suspend the operation of the disputed act;

- f) In case of early termination of the term of office of the Dean, appoint an acting Dean from its members.
- g) The Faculty Council issues resolutions within its authority.
- h) Carry out other activities and powers set forth in the present Regulations and legislative and subordinate acts of Georgia.

Article 3. The Rules of Procedure of the Faculty Council

1. Organizational, juridical and informative service for members of the Faculty Council is ensured by the Secretary of the Council.
2. The meetings of the Faculty Council are convened by the Dean on a monthly basis if necessary an extraordinary meeting (meetings) shall be convened.
3. The Dean has the authority to convene the extraordinary meeting at the request of the 1/3 of the Faculty Council, 1/3 of the Representative Council and the Rector.
4. The meetings of the Faculty Council are conducted by the Dean of the Faculty. In case his/her absence - a temporarily authorized member of the council. The members of the Council must be informed about the time and the agenda of the meeting in advance.
5. Each meeting of the Faculty Council is represented in minutes. The minutes of the meeting are signed by the Dean (or temporarily authorized member of the council) and the secretary of the meeting. The seal of the Faculty Council shall be affixed to the last page of the minutes.

Article 4. Dean of the Faculty

1. The Faculty Council elects the Dean of the faculty (hereinafter the “Dean”) through direct, free and equal elections for a four-year term. The same person may be elected as the Dean for not more than two consecutive terms. Faculty Council publishes an announcement on the registration of candidates for the Dean’s office no later than one month prior to launching the registration with the principles of transparency, equality, and fair competition. The registration process lasts for no less than a week and no more than two weeks. The elections are held within the month after the end of the registration process.
2. The candidate for the Dean must meet the following requirements:
 - a) Is the part of the Academic personnel (professor or an associate professor)
 - b) Has the scientific and teaching experience of not less than five years
3. The Dean shall:
 - a) Ensure the effective conducting of study activities of the faculty;
 - b) Submit strategic development plan, as well as educational programs to the Faculty Council for discussion;
 - c) Develop the Faculty structure and regulations and submit them to the Faculty Council for approval;
 - d) Be entitled within his/her competence to execute the decisions of the Representative Council, Academic Council and Faculty Council;
 - e) Issue the individual legal acts within his/her competence;
 - f) Preside over the sessions of the Faculty Council;
 - g) Be responsible for the targeted use of the Faculty’s budget funds in compliance with the “Law of Georgia on Higher Education” and the present Regulations;

h) Carry out these and other activities and powers envisaged by the present Regulations and legislative and subordinate acts of Georgia.

Article 5. Coordinator of the Educational Process Management

1. The **Coordinator of the Educational Process Management** is responsible for:
 - a) Academic process procedure in compliance to program and syllabus;
 - b) The necessity of the number of groups in relation to the number of students;
 - c) Meeting deadlines for introducing exam topics, submitting exam papers to lecturers and grading.
 - d) Distribution of the auditorium fund;
 - e) Availability of the consultation and academic schedule, providing individual consultations for students and forming appropriate diagrams/tables.
2. The Coordinator of the Educational Process Management is obliged to report to the Rector, the Head of Administration and the Dean of the Teaching University.
3. The Coordinator of the Educational Process Management is appointed and dismissed by the Rector, upon the recommendation of the Head of Administration.
4. The Coordinator of the Educational Process Management fulfills the duties assigned by the Rector, the Head of Administration and the Dean on the basis of law.
5. The main role of the Coordinator of the Educational Process Management is to support the academic process.

Article 6. The Secretary of the Faculty

1. The Secretary of the Faculty:
 - a) Fills in the student cards.
 - b) Is involved in the process of registration of the students.
 - c) Ensures process of executing contracts with students.
 - d) Is responsible for filling/checking registers.
 - e) Fills in the Diploma attachments through the agreement with the Dean.
 - f) Is responsible for preparation and provision of the certificate forms' projects.
 - g) Composes the schedules of the Academic process.
2. The Secretary of the Faculty is obliged to report to the Rector, the Head of Administration and the Dean of the Teaching University.
3. The Secretary of the Faculty is appointed and dismissed by the Rector, upon nomination of the Head of Administration.

Article 7. The Rules of Adopting and making Amendments and Additions to the Regulations of the Faculty

The Regulations of the Faculty are adopted by the Faculty Council, upon nomination of the Dean of the Faculty and approved by the Representative Council.

1. Adoption, abolition and making amendments and additions to the Regulations shall be made in accordance to the rule envisaged by the first paragraph of this Article.