

The change is approved by  
the academic council meeting of the  
University Geomedi LLC protocol №02, 17.02.2025

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## **Regulatory Rule for Academic Process**

### **Article 1. General Provisions.**

1. University Geomedi LLC (henceforward the University) conducts the educational process following the current legislation, this rule, and other legal acts in force at the University.
2. This document defines the rules for obtaining, suspending, terminating, reinstating, mobility, administrative and academic registration, distance learning, and other issues related to the organization and management of the learning process.
3. Compliance with this rule is mandatory for the administrative staff involved in the organization and management of the university's educational process, as well as for academic / invited staff and students.
4. The language of instruction at the university is Georgian and English.

### **Article 2. Obtaining a student status.**

1. Entrant, holding a document certifying full or equal general education and has passed Unified National Examinations can obtain a student status at the university on the first (bachelor's) level of higher education and single-cycle medical/dental educational programs, As well as the persons defined in paragraph 3 of Article 52 of the Law of Georgia "on Higher Education".
2. The enrolment of the entrant, is based on the ranking coefficients of the scores obtained in the Unified National Examinations, The University is obliged to accept entrants for the relevant educational program and conclude agreements with them on the basis of the ranking document.
3. After the publication of the final results by the LEPL - National Center for Assessment and Examinations, the entrant must apply to the University within the time limit set for

registration. The duration of the registration period and the list of documents to be submitted are determined by the order of the Rector.

4. Entrant's Enrollment in the University is possible on the bases of the copy of the document certifying full general education recognized by the legislation and submission of the document certifying military registration by the person subject to military registration in accordance with the legislation (in case of males).
5. Based on the registration and submission of relevant documents, the Rector shall issue an order on the enrollment of entrants in the University and obtaining the status of a student no later than October 1.
6. An entrant who is in the ranking coefficients document but does not apply to the University within the timeframe provided for registration is entitled to apply to the University with a request to enroll from the date of publication of the Rector's Unified Act by June 1 of the following year. The Rector of the University is obliged to satisfy the request of the person and issue an individual administrative-legal act, in order to ensure the access of the person in the educational process and to achieve the learning outcomes in accordance with the rules established by law. Enrollment this way eliminates the possibility of using the obtained state study grant.
7. After the administrative registration, within the period determined by the university, the student is obliged to register in the electronic system of educational process management, to choose the study courses provided by the educational program. In order to undergo academic registration, a student is required to submit to the university a document certifying the payment of half of the tuition fee set for the semester.
8. **A person with a bachelor's degree or an equivalent academic degree has the right to study at the second level of higher education (Master's Degree);** on the bases of the General Master's Examinations results and internal university exam / and English Language Exam (B2 level). As well as to the persons specified in paragraph 7 of Article 521 of the Law of Georgia "on Higher Education", on the basis of successfully passing the specialty and English language (B2) exams. If a B2 level English Language Certificate is submitted, the Masters candidate will be exempted from the English Language Test.
9. A candidate for a master's degree will be eligible to take the exam / examinations determined by the University if he / she exceeds the minimum threshold established by the legislation in at least three of the four parts of the general master's exam.
10. In order to pass the exam / examinations determined by the University, the registration of Master's candidates is carried out in accordance with the rules and within the timeframe established by the Rector's Act.
11. The University determines the content of the exam/exams, the minimum competence threshold, and the procedural issues related to the conduct of the exam/exams.
12. The University assigns coefficients to the exam / exams defined by it, the sum of which is equal to 100.
13. After publishing the final results of the exam/exams, university creates a ranking coefficient document of the master's exams, based on which the enrollment in the master's degree program takes place.

14. Complaints on the exam / examinations determined by the University shall be considered by the Complaints Commission, which may not consist of persons who have participated in the assessment of Master's candidates.
15. Admission of Master's degree candidates to the University is possible only after the submission of a document certifying academic higher education-a diploma and a document certifying military registration by a person subject to military registration in accordance with the law.
16. A Master's candidate who does not have a document certifying academic higher education (Diploma) at the time of enrollment at the University, may submit a document, issued by the higher education institution, certifying academic higher education (bachelor's degree), provided that until the end of the first semester, she/he will submit a diploma-a document certifying academic higher education recognized in accordance with the rules established by law.
17. Enrollment of a Master's candidate at the University is formed on the basis of a contract signed between the University and the Master's candidate.
18. A unified act of the Rector shall be drawn up on the persons who signed the contract with the university. The Rector's Unified Act indicates the Master's name, surname, personal number, general master's exam identification code, educational program on which the Master's degree has been granted the right to continue the study. The University will present the information about the enrolled persons in the special electronic program before October 5 of the year of the Master's Exam. In accordance with the rules of production of a special electronic program defined by the individual administrative-legal act of the Director of the LEPL - National Center for Assessment and Examinations, including access to a special electronic program, display / input of information and processing of information.
19. After the issuance of the unified act provided for in paragraph 18 of this article, the person becomes a master student.
20. Enrollment of foreign citizens is carried out in accordance with the rules established by the legislation of Georgia.
21. The university is obliged to confirm that the entrants/master's degree candidates/students who have the right to study without passing the unified national exams/general master's exams possess the B1 level of the language of instruction of the chosen educational program.
22. Those wishing to continue their studies without passing the Unified National Examinations must attach the following documents to the application submitted to the Rector:
  - A) a notarized copy of the citizenship document;
  - B) a notarized copy of the complete general or equivalent education certificate obtained in a foreign country.
  - C) A document issued by the LEPD- National Center for Educational Quality Enhancement, on the recognition of received education.
  - D) Photo 3X4 (electronic version).

- E) Notarized power of attorney in case of a trustee.
  - F) A copy of the residence permit must be attached to the application of the stateless person instead of a document certifying citizenship.
23. A person wishing to continue his / her studies without a general master's exam must attach the following documents to the application submitted to the Rector:
- A) A notarized copy of the citizenship document.
  - B) a notarized copy of the higher education document issued by a higher education institution recognized by a foreign country and a diploma attachment, or a copy of a document certifying the master's degree of a foreign higher education institution, or a higher education institution recognized by foreign law or Proof of academic degree equal to it.
  - C) A document of the recognition of received education issued by the LEPD- National Center for Educational Quality Enhancement.
  - D) Photo 3X4 (electronic version).
  - E) Notarized power of attorney in case of a trustee.
  - F) A copy of the residence permit must be attached to the application of the stateless person instead of a document certifying citizenship.

### **Article 3. Administrative and academic registration.**

1. In order to participate in the educational process, a university student is required to undergo administrative and academic registration in the fall and spring semesters within the timeframe set by the university.
2. Administrative registration implies submission of a tuition fee payment document to the University before the beginning of the semester, as established by the rules.
3. In case of non-fulfillment of paragraph 2 of this article, the student is obliged to apply to the dean of the relevant faculty to be admitted as an exception to the academic registration and to pay the semester tuition fee in stages, no later than the final exam.
4. Academic registration means student's registration of compulsory and elective courses/modules provided by the curriculum through the electronic system of management of the educational process before the beginning of the semester, following the terms set by the individual administrative-legal act issued by the rector. Registration for training courses/modules are possible only if their preconditions are met. The course modification, cancellation, or addition is allowed within two weeks from the beginning of the study process.
5. Prerequisite for academic registration is administrative registration.

### **Article 4. Suspension of a student's status**

1. The basis for suspension of student status is:
  - A) Personal application (without indicating the reason);
  - B) Studying at a higher education institution in a foreign country, (except for studying within the exchange education program)

- C) Pregnancy, childbirth, child care or health worsening of health conditions;
- D) Non-payment of Tuition fee
- 2. A foreign citizen enrolled without passing the unified national exams/common master's exams will have his/her student status suspended if the person has not received a grade in at least one component of the educational component assessment within 45 calendar days of passing the academic registration.
- 3. Exemption from the right to perform the duties of a university and student without termination of student status shall be considered as suspension of student status.
- 4. A person with suspended student status is not considered within the total number of students at the University.

### **Article 5. Termination of Student Status**

1. The grounds for termination of student status are:
  - A) Completion of the educational program at the given level;
  - B) Personal statement;
  - C) Failure to execute the corresponding educational program requirements for getting Academic Degree within the stated terms;
  - D) Failure to receive credit in the same compulsory educational program three times;
  - E) Execution of the sentence in the presence of legally enforced guilty verdict;
  - F) Violation of Code of Conduct (for a student to inappropriate and unethical behavior);
  - G) Death;
  - H) Student moving in another institution.
2. Total 5 years of student status suspension, except in cases provided by law;

Legal results envisaged by the Legal Act on termination of student status are arranged twelve months after the order. The student status in this period of time is considered suspended and the student is entitled the right of mobility, except the case where the grounds for termination of student status are incompatible with the regulation of the recipient institution.

As 1<sup>st</sup> March condition, the total 5-year of status suspension counting period will begin from 1<sup>st</sup> March, 2024.
3. In the event of termination of a student's status, its re-acquisition is permitted in accordance with the procedure established by law.

### **Article 6. Mobility**

1. Mobility at the University is carried out in accordance with the Order of the Minister of Education and Science of Georgia N10 / N of February 4, 2010 "On the Rule of Transition from a Higher Education Institution to another Higher Education Institution", within the timeframe established by the legal acts of the Head of the LEPL- education management information system and in accordance with this rule.

2. Mobility is entitled to a person whose enrollment at higher education institution will be carried out in accordance with the legislation, and at the moment of registering for mobility on the electronic portal is a student of higher education institution.
3. Mobility right is also entitled to the person referred to in paragraph 2 of this article, who at the time of registering on the electronic portal, has been suspended the student's status
4. Mobility can only be implemented within a single level of higher education. For the purposes of this provision, integrated Bachelor's-Master's programs in the fields of Medical/ Dental, Teacher Preparation and Veterinary Studies are considered as educational programs of the first level of academic higher education. Mobility from vocational education programs to Bachelor's educational programs is not permitted.
5. The right of mobility is to a student is after one year of study at a relevant level of higher education. The studying course does not include the time during which a person had been suspended student's status. If the institution has been liquidated without defining the assignee, the institution has lost authorization or the educational program is no longer implemented, the student has the right to mobility despite the duration of the study period.
6. The student has the right to mobility only for the educational program that corresponds to the following:
  - a) Within the scope of unified national exams, the subject/subjects established by Article 6, Clause 2 and/or Clause 8 of the "Regulations on Conducting Unified National Examinations" approved by Order No. 19/N of the Minister of Education and Science of Georgia on February 18, 2011, who passed the unified national exams in 2020 and later;  
This clause does not apply to students who have passed the unified national exams before 2020.
7. Students with academic debt and zero credits have the right to participate in the mobility process, if they are involved in the educational process.
8. Applicants who want to transfer from another higher education institution must register for mobility on the electronic portal. In case of a positive answer, he / she is entitled to apply to the University for enrollment and must submit a certified copy of the sealed educational card together with other documents at University Geomedi LLC.
9. At the university the student's compliance with the relevant educational program of the university is recognized, credits are recognized and the semester is determined. Credits received under the program of the institution on which enrollment and training were carried out in accordance with the rules established by law are subject to recognition. As a result of the substantive study, it is possible to determine the relevance of the study courses taken by the student and provided by the university educational program, regardless of the difference in their titles. It is allowed to recognize a course that is not provided by the university educational program. Conditions offered to the student (in particular, in which semester he/she continues to study and how many credits) will be notified to the student in advance.

10. The University has the right to set the preconditions for enrollment in the educational program (interview and / or exam) for those wishing to enroll through mobility.
11. Mobility of students can be carried out twice during the calendar year, within the timeframes as established by the Center. An order issued by the institution's authority on student mobility is issued before October 1, for fall and in spring, before March 1. The order is sent to the center within 2 days of publication and the relevant mobility will be reflected in the register.
12. A mobility applicant who fails to apply for admission to the receiving institution within the timeframe set by the institution shall forfeit the right to enroll in the stated educational program.
13. A student willing to move to another higher education institution within the mobility period shall apply to the Faculty Dean with a request for a copy of the relevant documents.

### **Article 7. Internal Mobility**

1. The student has the right to change the educational program with internal mobility during the study period.
2. Internal mobility is announced twice a year. After completion of the internal mobility process, the university is obliged to submit the internal mobility results within two weeks to the LEPL - National Center for Educational Quality Enhancement.
3. The right to participate in internal mobility is given to every student of University Geomedi LLC, even if his / her status of student has been suspended at the time of the announcement of internal mobility. An additional semester student is not eligible to participate in internal mobility.
4. The student's right to participate in internal mobility arises after one semester of Learning at the appropriate level of higher education. The study period does not include the time during which the student was suspended.
5. The student has the right to internal mobility only for the educational program that corresponds to the following: a) Within the scope of unified national exams, the subject/subjects established by Article 6, Clause 2 and/or Clause 8 of the "Regulations on Conducting Unified National Examinations" approved by Order No. 19/N of the Minister of Education and Science of Georgia on February 18, 2011 , who passed the unified national exams in 2020 and later; This clause does not apply to students who have passed the unified national exams before 2020.
6. Internal mobility can be implemented within one level of higher education. For the purposes of this paragraph, the Doctor of Medicine/ Doctor of Dental Medicine Educational Programs will be considered compatible with the first stage of academic higher education.
7. The basis for the initiation of the internal mobility procedure is the student application, which will determine the compatibility of the credits earned by the student for recognition and make a relevant conclusion.
8. If the student agrees to continue his studies on the offered terms, the fact of internal mobility shall be established by the Rector's individual legal act.

## **Article 8. Determining student's individual academic workload**

1. The full workload of one academic year consists of 60 (ECTS) credits. One credit represents 25 hours of student workload, which includes both contact hours and independent study hours. Depending on the specifics of the higher education program and/or the individual curriculum of the student, the student's annual workload may exceed 60 credits or be less than 60 credits. It is not permissible for a student's workload to exceed 75 (ECTS) credits within one academic year.
2. Within the one-step educational program of medicine, an individual student's curriculum may set an annual workload of more than 60 (ECTS) credits, taking into account the duration, volume, and structure of the educational program, but the total number of credits added above 60 within the duration of the program should not exceed 15 credits in total.
3. In case of mobility or academic failure the student has the right to take a course which is not in progress for the given semester;
  - A) In this case the student submits an application to the Rector of the University about the assignment of the mentioned course within one week after the end of the semester;
  - B) applications are forwarded to the relevant Dean's Office for response;
  - C) The student will be assigned an additional study course only if the number of applicants for this course is no less than 5 students; In the case of fewer than 5 students, the assignment of an additional course shall be decided by a committee consisting of the Vice-Rector for Academic Affairs, the Head of the relevant educational program, and the Dean of the Faculty.
  - D) The student is obliged to pay the additional tuition fee according to the credits, prior to the start of the course.
4. The student has the right to take additional courses during the main semesters, which may not exceed 8 and 7 credits per semester (total of 15 additional credits per year).
5. The student has the right to take additional courses at the end of the academic year, during vocational period, the total number of credits shall not exceed 12 credits, for which a 6-week term is defined. The final exam shall be held on the 7th week and additional exam no less than 5 days later.

## **Article 9. Restoration of Student Status**

1. The student with a suspended status of a personal statement, after the circumstances that led to the suspension of student status have been eliminated.
2. Restoration of student status is allowed by exceeding the total number of students. In this case, the number of persons enrolled above the total number of students will be deducted from the number of student places to be admitted by the University for the following academic year.
3. Restoration of student status is allowed no later than 2 weeks after the beginning of the semester.
4. In case of restoration of student status, the semester is determined by determining the compliance with the current educational program, taking into account the existing academic debt and the prerequisites of the training courses/modules.

## **Article 10. Distance learning**

1. Distance learning involves conducting the learning process remotely / electronically or using various means of communication.
2. Distance learning allows students to use flexible (considering time and place) study methods, while also ensuring that learning outcomes are achieved through the use of online information sources as well as video and audio channels.
3. Communication forms of distance learning are used in force majeure situations.
  - Synchronous communication is the joint participation of students and academic / invited staff in the learning process remotely.
  - Asynchronous communication - is a form of communication where students are not required to participate in the learning process with a lecturer. These can be paper based courses or online courses using an e-learning management system.
  - Distance learning is also possible through a mixed / hybrid model. This is a course that aims to use a combination of both online teaching and auditory teaching.
5. For the implementation of distance learning, the University uses the electronic learning management system Emis and platforms (electronic platforms): Google Meet, Google Classroom. To ensure access to distance learning, the University has developed instructions / video tutorials for the use of selected platforms. The University provides consultations to students and academic / visiting staff on the use of the platforms. The materials used in the teaching and assessment process are uploaded by the academic/invited staff through the Google Classroom electronic platform and the Emis electronic learning management system of the university.
6. Distance learning is carried out in accordance with the distance learning rules approved by the University.

## **Article 11. Tuition Fee**

1. In accordance with the levels and educational programs of academic higher education, the university fees shall be determined by the order of the rector and is written out in the contract.
2. The student shall pay tuition fees within the timeframe written out in contract
3. Students with partial financing under the state grant must cover the difference between state financing and the existing tuition fee within the terms for the administrative registration according to the semester

4. for a student with a suspended status, the tuition fee shall be determined in accordance with the tuition fee of the educational program at the time of continuing the study.

#### **Article 12. Taking an extra (additional) semester**

1. Undergraduate students are allowed to continue their studies for not more than four additional semesters, if they do not receive the specified number of credits within the timeframe specified in the educational program;
2. Students of single-cycle higher education program of dentistry and doctor of medicine, also Master's studies are entitled to continue their studies not more than two additional semesters, in case of failing to obtain a fixed amount of credits within the timeframe specified in the educational program,
3. The tuition fee for the additional semester shall be determined in accordance with the credits;
4. One credit fee is the tuition fee split into 60 credits.

#### **Article 13. In case of change/ modification or cancellation of the educational program Mechanism for providing students with further education in the relevant program**

1. In case of modification or cancellation of the educational program, it is important for the University to provide students with further education to the relevant program:
2. In the event of a decision by the Academic Board of the University on modification or cancellation of an educational program, the University shall:
  - A) To offer students educational programs that are compatible/relevant and the maximum number of credits will be recognized;
  - (B) where appropriate, the Quality Assurance Service with head of the program shall develop an individual curriculum;
  - C) to provide students with information on other compatible higher education programs in other higher education institutions;
  - D) Introduce to the student the rules, terms and conditions of mobility under current legislation.

#### **Article 14. Student evaluation system**

1. In assessing students' knowledge, University Geomedi LLC is guided by the European Credit Transfer and Accumulation System (ECTS); Assessment system defined by the Law of Georgia on Higher Education and approved by the Order of the Minister of Education and Science of Georgia No 3 of January 5, 2007  
The assessment system allows:
  - A) Five types of positive assessment:**
    - (A) Excellent- 91-100 points
    - (B) Very good - 81-90 points

- (C) Good - 71-80 points
- (D) satisfactory - 61-70 points
- (E) sufficient - 51-60 points

**B) Two types of negative assessment:**

- (FX) – couldn't pass - 41-50 points , which means that the student needs more work to pass and is allowed through independent work to take the exam once more;
  - (F) - failed - 40 points or less, which means that the student's work is insufficient, and the course/subject must be retaken by the student.
2. The student's semester evaluation is determined by the sum of the midterm grades and final exam scores and is 100 points. A student is awarded credit for each assessment component (interim assessments and final assessment), as well as for each assessment method, if applicable, upon surpassing the defined minimum competency thresholds and receiving one of the positive grades specified in paragraph 1 of this article. The student's final grade is determined by many components, one among them must be a final assessment, with a maximum grade not exceeding 40 points. The specificity of the subject should be taken into account when defining the evaluation components. The proportion of components varies according to the specifics of each course. The final determination of the specific share of assessment components in the subject specificity is the responsibility of the lead professor or associate professor in agreement with the faculty.
  3. The minimum competence threshold shall be determined in each component of assessment (midterm assessment and final assessment). The minimum share of the margin of final assessment shall not exceed 60% of the final assessment. In cases provided for by the field-specific characteristics of higher Medical education, the share of the minimum competency threshold in the final assessment may exceed 60% of the final assessment.
  4. The student shall be entitled to pass the final examination who has passed the threshold of the midterm assessment. (Determined in accordance with the educational program).
  5. If the sum of the midterm Assessment and Final assessment scores is 41-50, the student is allowed to take an additional exam. If the sum of the midterm Assessment and Final assessment scores is 40 or less, the student has to retake the course/subject again from the beginning.
  6. Students are allowed to take an additional exam in the same semester, no later than 5 days after the announcement of the final exam results.
  7. The grade obtained by the student in the additional exam is not added to the number of points earned in the final assessment. The grade received in the additional exam is considered the final grade and will be reflected in the overall assessment of the educational program's academic component.
  8. In the event of failure to appear for midterm or final examination, the Dean shall determine the eligibility for the re-examination on the basis of a personal statement and a relevant certificate.
  9. Student assessment may be appealed: The student should apply to the appropriate Dean's Office. The Dean is required to discuss the problem with the professor and the Head of

educational program leader within 3 business days. The decision to change / maintain the assessment is made by the relevant protocol and notified to the student on the same day.

10. The GPA score of the full educational program will determine the degree of the graduates of the educational program, in particular if the GPA is equal to or greater than 3.8 the student will obtain a degree with honors, otherwise a regular diploma. Students with a semester GPA of 3.8 will be awarded a scholarship.

The student's Grade Point Average (GPA) calculation method:

1. According to the assessment point range, GPA corresponds to the following

<b>Assessment</b>	<b>GPA</b>
51-60 (E)	0.5
61-70 (D)	1
71-80 (C)	2
81-90 (B)	3
91-100 (A)	4

2. GPA received in every single academic discipline is multiplied by the credits (ECTS) amount of the respective discipline. The abovementioned is done for each discipline separately;
3. The received result is summed and divided by total amount (sum) of credits. As a result, the semester GPA is retrieved.
4. The overall final GPA of the student is retrieved by calculation of the arithmetic mean from all semester GPAs.

E.G.

<b>Academic discipline</b>	<b>ECTS</b>	<b>Assessment point</b>	<b>GPA respective to assessment point</b>	<b>GPA x ECTS</b>
Internal Diseases 2	<b>15</b>	<b>92</b>	<b>4</b>	<b>4 x 15 = 60</b>
Urgent Surgery	<b>6</b>	<b>87</b>	<b>3</b>	<b>3 x 6 = 12</b>
Nephrology, Urology	<b>5</b>	<b>80</b>	<b>2</b>	<b>2 x 5 = 10</b>

Systemic disorders, rheumatology	4	93	4	4 x 4 = 16
<b>Sum:</b>	<b>30</b>			<b>98</b> (The sum of each discipline GPA multiplied by each discipline ECTS)
<b>Final overall GPA</b>	<b>98/30 = 3,26</b> – (The sum of each discipline GPA multiplied by each discipline ECTS is divided by the sum of all ECTS)			

**Failed discipline assessment points are not considered in calculation of GPA.**

#### Article 15. Mechanisms for Clinical Supervision and Monitoring

Clinical supervision is conducted only in the university's contracted and affiliated clinics/hospitals. The following requirements must be met for the conduction of clinical supervision:

- 1) The student's daily academic workload in the clinic is determined in accordance with the syllabus;
- 2) Practical training involves direct contact/work with the patient under the supervision of the responsible physician. This includes taking the patient's medical history, creating a medical examination plan, overseeing the conduct of medical tests and the collection of their results, assisting in diagnosing, carrying out differential diagnoses, contributing to the development of treatment plans, communicating with the patient and/or their family members, and coordinating the treatment plan with them, as well as collaborating with colleagues in the clinic. Thus, throughout each clinical supervision, the student gains both theoretical and practical skills necessary for independent work in a medical environment in the future, as well as develops critical thinking and the ability to make quick decisions in stressful situations.
- 3) The monitoring and assurance of the quality of clinical supervision and the educational process, as well as the identification and prompt resolution of existing issues, are continuously carried out by the Dean's Office in collaboration with the Quality Assurance Department. The group leaders are directly involved in this process, providing the Dean's Office with ongoing updates.
- 4) The evaluation of clinical supervision is regularly conducted by the Quality Assurance Department. This is done through built-in questionnaires in the educational process management information system (Questionnaire No. 13. Evaluation of Clinical Rotations (Supervision) by Students).

## **Article 16. Obtaining academic degree and diploma**

After obtaining the credits prescribed by the program for the appropriate level of study within the educational program, the graduate is awarded the appropriate academic degree (certified dentist/certified physician/bachelor/master) by the decision of the Faculty Council and is given a document confirming higher education in the form prescribed by law - a diploma, with an appropriate appendix.

## **Article 17. Conclusive Statute**

1. The previous rule is approved by the Rector of the University, based on the decision of the Academic Board, and enters into force upon approval.
2. Amendments to previous rule shall be made under the order issued by the Rector based on the resolution of the Academic Board.