

The change is approved

by the Rector's Order №501 of October 02.2024
(The effective date of the order: October 03. 2024.)

Rector, Professor Marina Pirtskhalava

LLC University Geomedi

**Regulation of the Scientific-Research Institute of Experimental and Clinical
Medicine**

Tbilisi – 2024

Article 1. General Provisions

1. The Scientific-Research Institute of Experimental and Clinical Medicine of LLC University Geomedi (hereinafter referred to as the “Institute”) is an independent scientific-research structural unit of LLC University Geomedi (hereinafter referred to as the “University”).
2. The Institute carries out its activities in accordance with the applicable legislation, the University Charter, and the present Regulation.
3. The Institute is entitled to have its own seal and letterhead.

Article 2. Goals and Objectives of the Institute

1. To carry out scientific-research activities in line with the University’s main scientific directions.
2. To ensure the implementation of laboratory research, generalization of research findings, and publication of scientific papers.
3. To integrate research outcomes into the educational process in cooperation with the University’s faculties.
4. To involve the University’s academic staff and students in research and scientific grant projects.
5. To support the implementation and development of the University’s higher education programs and to participate in the preparation of bachelor’s, master’s, and doctoral theses.
6. To cooperate with leading local and international scientific-research institutions and participate in international scientific projects within the framework of scientific grants and exchange research programs.
7. To organize international and national conferences, symposiums, and workshops that serve to present the results of the Institute’s research.

Article 3. Structure of the Institute

1. The governing bodies of the Institute are: The Scientific Council of the Institute and the Director of the Institute.
2. The structure of the Institute consists of scientific and auxiliary structural units (departments, laboratories, vivarium, etc.).

Article 4. Scientific Council of the Institute

1. The representative body of the Institute is the Scientific Council, composed of the Institute's chief research fellows and the Director of the Institute.
2. The Scientific Council of the Institute shall consist of no fewer than three members.
3. The Scientific Council of the Institute shall:

- a. Review and decide on matters related to the scientific management and development of the Institute;
 - b. Develop the Institute's strategic development plan and current scientific research plans, which shall be approved by the Director of the Institute;
 - c. Review the annual reports of the heads of the Institute's structural units and, based on them, prepare the Institute's annual scientific report, which shall be submitted to the University Academic Council for consideration;
 - d. Develop a draft of structural changes to the Institute, in agreement with the Director, and submit it to the University Academic Council for consideration;
 - e. Be chaired by a Chairperson elected by a majority of the Scientific Council members;
 - f. Elect a Scientific Secretary from among its members;
 - g. Has the authority to terminate the powers of the Chairperson of the Scientific Council before term expiration. The decision shall be considered adopted if more than half of the members vote in favor;
 - h. Elect the Director of the Institute and submit the candidate to the University Academic Council for approval;
 - i. In case of implementation of a higher education program, participate in the monitoring process of the research component;
 - j. Perform other functions as defined by legislation, subordinate legal acts, and this Statute.
4. A meeting of the Scientific Council is deemed authorized if more than half of its members are present. A decision shall be considered adopted if more than half of the total membership votes in favor. In case of a tie, the vote of the Director of the Institute shall be decisive.
 5. The Scientific Council shall be convened by the Chairperson once a month; extraordinary meetings may also be convened. An extraordinary meeting of the Scientific Council shall be convened by the Chairperson. The proceedings of the Council meeting shall be documented in minutes, signed by the Chairperson and the Scientific Secretary.

Article 5. Chairperson of the Scientific Council

1. The Scientific Council is headed by the Chairperson of the Scientific Council.
2. The Chairperson of the Scientific Council must hold a doctoral or an equivalent academic degree.
3. The Chairperson is elected by the Scientific Council for a term of five years by a majority of its total members.
4. The Chairperson organizes the work of the Scientific Council, presides over its sessions, signs the minutes of the meetings, and oversees the preparation of the Institute's annual scientific report.

Article 6. Director of the Institute

1. The scientific-organizational and administrative activities of the Institute are managed by the Director.
2. The Director of the Institute is elected for a term of five years through an open competition by the Scientific Council of the Institute and is submitted for approval to the University Academic Council.
3. The position of Director may be held by a person who meets the requirements established for the Institute's Chief Researcher. If the person does not already hold the position of Chief Researcher, upon assuming the role of Director, they shall also be considered elected to the position of Chief Researcher.
4. Based on the qualification requirements established for the position of Director, the Scientific Council of the Institute announces an open competition for the selection of candidates no less than one month prior to the application deadline. In the selection process, the Scientific Council evaluates the action plan submitted by each candidate.
5. The Director of the Institute, as the Chief Researcher, is a member of the Scientific Council.
6. The Director of the Institute:
 - a. Ensures the effective implementation of the Institute's scientific research and organizational management;
 - b. Submits the Institute's strategic development plan, scientific research plans, and grant projects to the University Academic Council for approval;
 - c. Prepares and submits the Institute's budget proposal and staffing plan for consideration by the University Academic Council;
 - d. Promotes the development of the Institute's scientific contacts with scientific-educational institutions and other organizations in Georgia and abroad;
 - e. Organizes the publication of scientific articles;
 - f. Represents the Institute in various organizations and institutions.

Article 7. Scientific and Supportive Structural Units of the Institute

1. The head of a scientific structural unit of the Institute is elected through an open competition by the Scientific Council and approved by the Director.
2. A person may be elected as the head of a scientific structural unit if they meet the requirements established for the position of Chief or Senior Researcher at the Institute. If the elected person does not already hold the position of Chief or Senior Researcher at the Institute, they shall be considered as having been simultaneously elected to the corresponding scientific position upon their election as the head of the scientific structural unit.
3. The scientific structural units of the Institute are as follows:

- a. Department of Dentistry;
 - b. Department of Medicine;
 - c. Department of Physical Medicine and Rehabilitation;
 - d. Laboratory of Molecular Medicine;
 - e. Laboratory of Pathomorphology.
4. The head of a supportive structural unit of the Institute is approved by the Director of the Institute.
5. The supportive structural unit of the Institute is:
 - a. Technical Department.
6. The head of a scientific/supportive structural unit of the Institute shall:
 - a. Develop work plans for the activities to be carried out within the structural unit and submit them to the Scientific Council for approval;
 - b. Within the competence of the structural unit, organize the preparation of scientific research grant projects;
 - c. Submit an annual activity report to the Scientific Council.

Article 8. Institute Personnel

1. The personnel of the Institute consist of the Director, the Academic Secretary, scientific personnel, and support personnel (Senior Laboratory Assistant, Laboratory Assistant, Engineer, etc.).
2. The scientific personnel of the Institute consist of individuals holding the following scientific positions:
 - a. Chief Researcher;
 - b. Senior Researcher;
 - c. Researcher.
3. The support personnel of the Institute ensure the technical and organizational support of the Institute.

Article 9. Procedure for Obtaining a Scientific Position

1. A scientific position may only be obtained through an open competition, which must be conducted in accordance with the principles of transparency, equality, and fair competition.
2. A person may be appointed to the position of Chief Researcher for the term defined by the University Charter if they hold a doctoral or equivalent academic degree and have at least 6 years of experience in scientific research.
3. A person may be appointed to the position of Senior Researcher for the term defined by the University Charter if they hold a doctoral or equivalent academic degree and have at least 3 years of experience in scientific research.

4. A person may be appointed to the position of Researcher for the term defined by the University Charter if they hold a master's or equivalent academic degree.
5. The date of the competition for the scientific position and any additional requirements must be announced at least one month prior to the deadline for submitting the relevant documents.
6. Additional requirements for occupying a scientific position through competition shall be developed by the Institute's Scientific Council and submitted to the University Academic Council for approval.

Article 10. Labor Relations of Scientific and Support Personnel

1. A written labor contract is concluded with scientific and support personnel.
2. The grounds for termination of the labor contract concluded with scientific and support personnel are as follows:
 - a. Personal resignation;
 - b. Expiration of the fixed-term labor contract;
 - c. Gross or systematic violation of disciplinary norms;
 - d. Breach of the conditions defined in the labor contract;
 - e. Other cases provided by the legislation of Georgia.

Article 11. Rights and Responsibilities of the Institute's Scientific Personnel

1. Scientific personnel have the right to:
 - a. Conduct scientific research independently and publish the results of the research without restriction, except in cases where such restrictions are provided for in the labor contract;
 - b. Independently determine the content of scientific research, as well as the methods and means of conducting the research;
 - c. Participate in the implementation of the educational and research components of academic programs;
 - d. Participate in competitions for grant funding;
 - e. Exercise other powers granted by the legislation of Georgia;
 - f. Simultaneously hold an academic position.
2. Scientific personnel are obligated to:
 - a. Comply with the requirements established by the legislation of Georgia and the Institute's Statute;
 - b. Fulfill the obligations undertaken under the labor contract;
 - c. Submit an annual report on the work performed to the head of the structural unit;
 - d. Take proper care of the Institute's property.
3. The University and the Institute shall ensure the scientific freedom of the scientific personnel.

Article 12. Financing of the Institute

1. Sources of funding for the Institute include:
 - a. The University budget;
 - b. Income received within the framework of scientific grants;
 - c. Other revenues that are not in conflict with the legislation of Georgia and this Statute.

Article 13. Final Provisions

1. The reorganization and liquidation of the Institute shall be carried out in accordance with the procedures defined by the University Charter.
2. Amendments and additions to the Institute's Statute shall be made in accordance with the legislation of Georgia and the procedures established by the University Charter.