

Changes have been approved by  
LLC Teaching University Geomedi's  
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**Regulation of Scientific-Research Institute of Experimental and Clinical  
Medicine  
Teaching University Geomedi LLC**

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## **Chapter I. General Provisions**

1. The Scientific-Research Institute of Experimental and Clinical Medicine of Teaching University Geomedi (hereinafter - Institute) is an independent scientific-research structural unit of Teaching University Geomedi LLC (hereinafter - University).
2. The Institute shall be guided in its activities by the current legislation, the Statute of the University and present Regulation.
3. The Institute has the right to have its own seal and a form.

## **Chapter II. Goals and Objectives of the Institute**

1. Carry out scientific-research activities in accordance with the main scientific directions of the University;
2. Ensure laboratory research, generalization of research results/findings and publication of scientific papers;
3. with the faculties of the university, integrate the research results in the learning process;
4. Ensure the involvement of university academic staff and students in research and scientific grant projects.
5. Facilitate the implementation and development of higher education programs at the University; Participate in the performance of bachelor's, master's and doctoral theses.
6. Cooperate with local and foreign leading scientific-research institutions, participate in international scientific projects within the framework of scientific grants and exchange scientific programs.
7. Organize international and national conferences, symposia and workshops to present the results/findings of the Institute's research.

## **Chapter III. Structure of the Institute**

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

#### **Chapter IV. Scientific Board of the Institute**

1. The representative body of the Institute is the Scientific Board, which is formed by the s Chief Scientist of the Institute and the Director of the Institute.
2. The Scientific Board of the Institute consists of at least three members.
3. Scientific Board of the Institute:
  - A) Discusses and decides scientific management and development issues/problems of the Institute.
  - B) Develops the strategic development and the current plans of scientific research institute, which are approved by the director of the institute.
  - C) Reviews the annual reports of the heads of the structural units of the Institute then, on their basis prepares the annual scientific report of the Institute, which is submitted to the Academic Board of the University for consideration.
  - D) Develops the draft amendments to the structure of the Institute in agreement with the Director and submits it to the Academic Board of the University for consideration.
  - E) The activities of the Board shall be managed by the Chairman elected by the majority of its list members.
  - F) Elects the Academic Secretary of the Scientific Board from among its members.
  - G) Early termination of the authority of the Chairman of the Scientific Board is made by the decision of the Scientific Board with more than half the votes;
  - H) Elects the director of the institute and submits the decision to the Academic Board of the University for approval.
  - I) Participates and monitors the research component implementation process of the higher education program.
  - J) performs the functions provided for by the legislative and sub-legislative acts, as well as other functions provided in this Regulation.
4. A meeting of the Scientific Board is authorized if it is attended by more than half of the members of the Board. A decision shall be considered made if more than half of the listed members have voted for it. In the event of an equal number of votes, the vote of the director breaks the tie.

5. The meeting of the Scientific Board is convened once a month by the Chairman, it is allowed to convene unscheduled sessions. The meeting of the Board shall be recorded in the minutes of the meeting, which shall be signed by the Chairman and the Secretary-General.

#### **Chapter V. Chairman of the Scientific Board**

1. The Scientific Board is chaired by the Chairman of the Scientific Board.
2. The Chairman of the Scientific Board must have an academic degree of Doctor or equivalent degree.
3. The Chairman of the Board is elected by the Scientific Board for the 5 year term by a majority votes of the listed members.
4. The Chairman of the Scientific board organizes the work of the Scientific Board, presides over the meetings, signs the minutes of the meeting, oversees the preparation of the institute's annual scientific report;

#### **Chapter VI. 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 by the Scientific Board of the Institute on the basis of an open competition for the 5 year term and is submitted to the Academic Board of the University for approval.
3. The position of the director of the institute may be held by a person who meets the requirements established for the Chief Scientist of the institute. If a person does not hold the position of Chief Scientist of the Institute, in case of holding the position of Director, he / she is also considered elected to that position.
4. The Scientific Board of the Institute announces an open competition for the selection of the Director at least one month before the application process begins on the basis of the qualification requirements for the candidacy of the Director. When selecting a candidate, the Scientific Board of the Institute evaluates the action plan submitted by each candidate.
5. The Director of the Institute, as the Chief Scientist, is a member of the Scientific Board.
6. Director of the Institute:

- A) Ensures the effective conduct of scientific research of the Institute, as well as the organizational management of the Institute.
- B) Submits the Institute's Strategic Development Plan, Scientific Research Plans and Grant Projects to the University Academic Board for approval.
- C) Develops and submits the draft budget of the Institute and the staff schedule to the University Academic Board for consideration.
- D) Develops the scientific contacts/relationships with Georgian and foreign scientific-educational institutions and other organizations.
- E) Organizes the publication of scientific articles.
- F) Represents the institute in various organizations or institutions.

### **Chapter VII. Scientific and support structural units of the Institute**

1. The head of the scientific structural unit of the Institute is elected by the Scientific Board on the basis of an open competition and approved by the Director.
2. A person who meets the requirements established for the Chief and Senior Scientist of the Institute may be elected as the Head of the Scientific Structural Unit. If a person does not hold the position of Chief or Senior Scientist of the Institute, if he / she is elected to the position of the Head of the Scientific Structural Unit of the Institute, he / she shall also be considered elected to the relevant scientific position.
3. The scientific structural units of the Institute are:
  - 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 the support structural unit of the Institute is approved by the Director of the Institute.
5. Support structural units of the Institute are:
  - A) Technical department.
6. Head of the Scientific / Support Structural Unit of the Institute:
  - A) Develops work plans for the activities to be carried out in the structural unit and submits them to the Scientific Board for approval.
  - B) Organizes the elaboration of scientific-research grant projects within the competence of the structural unit.

C) submits an annual report on its activities to the Scientific Board.

### **Chapter VIII. Institute personnel**

1. The staff of the Institute consists of the Director, the Academic Secretary, the Scientific Staff and the Support Staff (Senior Laboratory Assistant, Laboratory Assistant, Engineer, etc.).
2. The scientific staff of the Institute consists of the following scientific positions:
  - A) Chief Scientist;
  - B) Senior Scientist;
  - C) A scientist
3. The support staff of the Institute shall provide technical and organizational support to the Institute.

### **Chapter IX. Rules for holding a scientific position**

1. A scientific position may be held only on the basis of an open competition, which shall be conducted in accordance with the principles of transparent, equal and fair competition.
2. A person who has a doctoral or equivalent academic degree and at least 6 years of experience in scientific-research activities may hold the position of Chief Scientist for a term determined by the University Statute.
3. A person who has a doctoral or equivalent academic degree and at least 3 years of experience in scientific research can hold the position of a senior scientist for a term determined by the University Statute.
4. A person who has a master's degree or an equivalent academic degree may hold the position of a scientist for a term determined by the University Statute.
5. The date and additional conditions of the competition for the scientific position shall be announced 1 month before the application process.
6. The Scientific Board of the Institute shall develop additional conditions for the holding of a competition and submit it to the Academic Board of the University for approval.

### **Chapter X. scientific and support staff labor relations**

1. A written labor contract shall be concluded with the scientific and support staff.
2. The grounds for termination of an employment contract with scientific and support staff are:
  - A) personal statement;
  - B) expiration of the fixed-term employment contract;
  - C) gross or systematic violation of disciplinary norms;
  - D) violation of the conditions specified in the employment contract;

E) other cases defined by the legislation of Georgia.

### **Chapter XI. Rights and Duties of the Scientific Staff of the Institute**

1. Scientific staff has the right to:

A) carry out scientific research independently and publish the results of the research without restriction, unless their restriction is envisaged in the employment contract.

B) independently determine the content of scientific research, research methods and means;

C) participate in the implementation of educational and research components of educational programs;

D) participate in competitions for grant funding;

E) exercise other powers granted to him by the legislation of Georgia.

F) hold academic position.

2. Scientific staff is obliged to:

A) comply with the requirements established by the legislation of Georgia and the regulation of the Institute;

B) fulfill the obligations under the labor contract;

C) submit a report on the work performed annually to the head of the structural unit.

D) take care of the property of the institute.

3. The University and the Institute shall ensure the freedom of scientific research of the scientific staff.

### **Chapter XII. Institute funding**

1. The sources of funding for the Institute are:

A) University budget.

B) Income received within the framework of scientific grants.

C) other revenues that do not contradict the legislation of Georgia and this Regulation.

### **Chapter XIII. Other provisions**

1. Reorganization and liquidation of the Institute shall be carried out in accordance with the rules established by the University Statute.

2. Amendments and additions to this regulation shall be made in accordance with the rules established by the legislation of Georgia and the Statute of the University.