

Amendments have been approved by
LLC Teaching University Geomedi's
Academic Board session:
Protocol No. 05, 25.05.2020

Rector, Professor _____ Marina Pirtskhalava

The Regulation of the Academic Board of Teaching University Geomedi LLC

I. General provisions

1. The Academic Board of Teaching University Geomedi LLC (hereinafter – Academic Board) is the highest representative body. The Academic Board includes Rector, Vice-Rectors, Head of Quality Assurance Office, Deans of the Faculties, Director of the Scientific Research Institute of Experimental and Clinical Medicine, Heads of higher educational programs, chief accountant, Head of Human Resources Management Office, Head of International Relations and Public Relations Office, Director of the Library, Head of Student Relation Office, Head of Information Technologies and Computer Software Support Service, Head of Life-long learning Office, chief Doctor of University Dental Clinic, Director of University Rehabilitation Clinic, President of Student Self-government.
2. The Academic Board decisions are mandatory for all employees and students of the University.
3. The Academic Board carries out its activity according to the Law of Georgia “On Higher Education” and other regulatory acts.
4. The famous scientists, outstanding public figures of both Georgia and foreign countries may be invited on a one-off basis as the members of the Academic Board.
5. The membership status of Academic Board can be terminated on the ground of termination of employment in the Teaching University Geomedi LLC.
6. The issues related to the Academic Board activity, which are not settled by the Regulation, shall be solved according to Academic Board resolution.

II. The Academic Board empowerment

The Academic Board:

- a) elaborates and approves strategic and action plan for development of Teaching University Geomedi LLC;
- b) approves the Statute, Regulations, Internal regulation And disciplinary liability norms, regulations for structural units, budget, manning table, ethics code and disciplinary responsibility norms;
- c) education programs on a submission from Quality Assurance Office;
- d) approves the Regulations of Scientific-Research Institute of Experimental and Clinical Medicine and additional conditions of holding a scientific post;
- e) on a submission from the Scientific-Research Institute of Experimental and Clinical Medicine appoints the Director of the Scientific-Research Institute of Experimental and Clinical Medicine;
- f) on a submission from the Scientific-Research Institute of Experimental and Clinical Medicine approves the strategic development plan, scientific research plans, budget project, Grant projects and manning table of the Institute;
- g) assists the integration into European Higher Education Area, provides cooperation between higher educational institutions in training and scientific aspects, mobility, creating the joint scientific research programs;
- h) determines and approves the regulations for appointment, labor payment rate and conditions for academic personnel;
- i) approves the rules of administrative/ support personnel appointment;
- k) exercises the powers conferred by the Law of Georgia “On Higher Education” and the University Statute.

III. Academic Board Location

The Academic Board location: Teaching University Geomedi LLC, Address: 4, Solomon II the King Str., 0114, Tbilisi.

IV. Organizational support of the Academic Board activity

1. The Academic Board activity is supported by the Academic Board Secretariat, which provides organizational, legal, documental and information service for members of the Academic Board.
2. The Academic Board Secretariat is led by the Secretary, who shall be appointed by the Academic Board nominal list majority on a submission from the Academic Board.

V. The Academic Board work rules

1. Meetings of the Academic Board

- a) Rector of the Teaching University Geomedi LLC is a Chairman of the Academic Board;
- b) the Meetings of the Academic Board are convened once a month; in special cases it is possible to convene an extraordinary meeting upon the Rector's decision or pursuant to the demand of 1/3 of members of the Academic Board;
- b) the Academic Board is authorized to commence work if two thirds of the Board members are present at the meeting and makes a decision by a majority of attending members with a right to vote.

2. The agenda (order of the day)

- a) the Academic Board Secretary, by agreement with the Academic Board Chairman, establishes a list of issues to be discussed at the meeting, and delivers it beforehand to the Academic Board members;
- b) the Academic Board members are authorized to additionally include in the draft agenda the questions to be discussed, and make the Secretary aware at least 2 days before the beginning of the meeting;
- c) the Academic Board Chairman from the very beginning of the meeting submits a draft agenda that shall be approved by a majority of attending members' votes.

3. Voting

- a) the voting at the Academic Board meeting is open (by show of hands and reading a list) except for cases foreseen by the legislation;

- b) 1/3 of total quantity of the Academic Board members is empowered to demand the secret ballot. The ballot will be a secret one if the majority of attending members supports it;
- c) it is prohibited for the Academic Board members to leave the meeting hall during ballot procedure;
- d) voting form shall to be established in case of secret ballot using voting bulletins. Voting bulletins should not be differed from each other;
- e) when filling the voting bulletins, the Academic Board member shall cross out the names of undesirable candidate and shall leave the name of the supported candidate only. If one name is written in the bulletin only, then the voting shall be expressed via circling a name, otherwise a name has to be crossed out.
- f) the bulletin filled in violation of the rule foreseen by item “e” shall be deemed invalid.

4. Minute taking

- a) The minute of each Academic Board meeting shall be taken by the Academic Board Secretary.
- b) the minute includes:
 - the meeting date;
 - the list of meeting members and invited persons;
 - the agenda;
 - the text of speeches and decisions made;
 - written explanations related to considered issue shall be delivered to the Secretary as annexes to the minute;
- c) the minute shall be signed by the Academic Board Chairman and Secretary. The University stamp shall be applied at the last page of the minute.

5. Commencement of the Resolution of the Academic Board

- a) the corresponding resolution/statement shall be issued after each meeting of the Academic Board, and each member attending the meeting becomes acquainted with it.
- b) the Resolution shall be signed by the Rector.