

Order 124 / n

The Minister of Education and Science of Georgia

September 3, 2013,

Tbilisi

on confirmation of the statute of Legal Entity of Public Law

(LEPL) - Tbilisi State Medical University

Based on Article 61 of the General Administrative Code of Georgia, sub-clause “t”, clause 1, Article 7 of the Law on "Higher Education", the Georgian Government’s Resolution 186 of 29 July, 2013 on reorganization of non-entrepreneurial (non-commercial) legal entity - Tbilisi State Medical University (identification code - 211328703) and the sub-clause “m”, clause 2, Article 3 of the regulations approved by the Georgian Government’s Resolution 37 of may 21, 2004 on confirmation of the regulations of the Ministry of Education and Science of Georgia,

I hereby order:

Article 1. To approve the statute of Legal Entity of Public Law (LEPL) - Tbilisi State Medical University, according to the annex.

Article 2. To declare canceled the order 211/n of December 28, 2011 of the Minister of Education and Science of Georgia on confirmation of the statute of non-entrepreneurial (non-commercial) legal entity - Tbilisi State Medical University

Article 3. The order shall come into force upon publication.

Minister of Education and Science of Georgia

Tamar Sanikidze

The Statute of Legal Entity of Public Law (LEPL) -Tbilisi State Medical University

Chapter I

General Regulations

Article 1. The principles of the University activity:

1. Legal Entity of Public Law (LEPL) -Tbilisi State Medical University (hereinafter referred to as the university) is an autonomous institution the main goal of which is carrying out higher educational and scientific-research activities. It provides higher educational programs, professional educational programs (if any), and continuing professional development and residency programs for all three levels of higher education system.
2. The university activity is based on: the Constitution of Georgia, International legal standards, the laws of Georgia - “On Higher Education”, the requirements of the other Laws on Normative Legal Acts and this statute.
3. 3. The name of the university is: Legal Entity of Public Law (LEPL) -Tbilisi State Medical University, acronym: LEPL - TSMU; in English: TBILISI STATE MEDICAL UNIVERSITY, acronym– TSMU.
4. The university has the status of non-entrepreneurial (non-commercial) legal entity. It has calculating and currency bank accounts, coat of arms, round seal set in accordance with the legislation, stamp and other attributes set for legal entities and official web-site – www.tsmu.edu
5. The language of study/instruction at the university - Georgian (studying in other languages, except individual educational courses, is approved if it is foreseen by international agreement or agreed with the Ministry of Education and Science of Georgia).
6. University can participate in legal relations in its own name; represents the process side (plaintiff) or the defendant in the court.
7. According to its goal the university operates throughout Georgia and beyond its borders.
8. The University Administration address: # 33 Vazha-Pshavela ave., Tbilisi

9. Article 2. The Goals and Activities of the University

1. The main goals of the University

- a) Maintaining implementation of the national and the international values in the fields of medicine and pharmacy;
- b) Providing education and continuous professional development corresponding to the international standards;
- c) Meeting the requirements for getting higher education, enhancing qualification and retraining corresponding to the personal interests and abilities;
- d) Realization of personal potential, development of professional abilities, preparing the specialists corresponding to modern requirements and competences, providing competitiveness of specialists with higher education at inner and outer labor market, offering high level of education complying with society's demands.
- e) Medical activities corresponding to professional and ethical medical standards officially acknowledged in the country;

2. The main directions of university activity:

- a) Implementation of educational and scientific-research programs;
- b) Medical activity.

3. The university provides:

- a) Ensuring Higher Education Access and open character; academic freedom of education, studying and scientific research;
- b) Encouragement of student and academic staff mobility;
- c) Integration of higher education and science;
- d) Development of quality assurance systems and realization mechanisms;
- e) Harmonization of education, studying and scientific research processes, integration in European Higher Education Area (EHEA) and plenipotentiary participation with full rights;
- f) Autonomous activity;

- g) Elimination of all forms of discrimination, among them academic, religious or ethnic belonging or/and conceptions, sex, social origin and other signs;
- h) University management and publicity and transparency of competitions at this Institution;
- i) Creating such other conditions that will contribute to the objectives of the University.

4. In order to achieve the goals indicated in the statute, the university:

- a) prepares individuals for such professional activities that require the proper use of academic and scientific knowledge;
- b) cares for enhancing the staff qualification/staff development;
- c) contributes to the improvement of students' social conditions;
- d) provides learning environment/conditions for disabled students;
- e) cooperates with other educational and scientific research institutions of Georgia;
- f) supports international cooperation and exchange of students and professors with foreign educational institutions;
- g) participates in realization of the state or/and other programs according to the adopted rule;
- h) serves development of science by development of studying, teaching and professional development in independent, democratic and socially legislative surroundings;
- i) awards corresponding academic degree (degrees) and qualifications;
- j) provides creation of such conditions that will maintain implementation of the objectives set by the first paragraph of this article;
- k) performs other obligations delegated/assigned by the legislation.

Article 3. University status and the state control

The university was founded with a legal form of **Legal Entity of Public Law (LEPL)** and state control over its activities is carried out by the Ministry of Education and Science of Georgia according to the rules established by the law and this statute.

Chapter II.

Structure, management

Article 4. the University structure

1. The university consists of the basic educational units – faculties, S/R Institutes, library and university administrative and subsidiary structural units - office of the Rector, office of the Chancellor, Chancellery and secretariats of the managerial bodies and other subsidiary structural units established by this statute.

2. Realization of educational programs at the university is provided by the educational departments, directions and educational centers of the faculties.

Article 5. University administration /management

1. The university administration organs (administrative subjects):

a) Academic Board

b) Representative Board

c) Rector;

d) Head of Administration (Chancellor);

e) Quality Assurance Department

2. Faculty management organs:

a) Faculty Board;

b) Dean

c) Faculty Quality Assurance Service;

3. The elections of the university administrative organs are regulated by the rules set by the rules and regulations of the University .

Article 6. The principles of university management

1. University provides:

a) Publicity of university decisions, reports of Rector and Chancellor and administrative acts;

- b) Academic freedom of students and academic staff;
 - c) Participation of students and academic staff in the process of decision-making and monitoring of their implementation;
 - d) Equal treatment regardless of ethnic belonging, sex, social origin, political and religious conceptions and others;
 - e) Legality and transparency of elections at the university, publicity of competitions.
2. According to the regulations of structural units of the university, the restrictive norms of these principles can't be established.

Article 7. Academic Council of the university

1. The Academic board of the University is the highest representative body of a higher education institution. The representatives are elected by the members of the faculties' academic personnel and those representatives of students' self-governance who are the members of faculty council, on the basis of direct, free and equal elections, by secret ballot.
2. Academic Board is elected for 6 years.
3. In the University Academic Board each faculty has 3 representatives, each S/R Institution – 1 representative who should be a chief or senior scientific-worker, elected by the Scientific Board of the Institution.
4. Full or Associate Professor might be elected to the Academic Board. A person may be elected as a member of the Academic Council for two consecutive terms.
5. The reasons for ceasing membership of Academic Board are:
 - a) Ceasing of academic/working relations with the university;
 - b) Recognition as disabled or restricted-disabled by the court;
 - c) Conviction (guilty verdict) of the court, come into the legal force;
 - d) Occupying academic or administrative position in other institutions of higher education;
 - d¹) Application in person
 - e) Other case foreseen by the legislation

6. In case of ceasing the authority of Academic Board member, the election of a new member to the Academic Board will be reviewed till the end of a specified period.

7. One third of Academic Board members will be renewed after passing the half of duration specified for the basic educational level. Personality of one third of Academic Board members with less number of votes in the elections held at the faculties they represent will be announced immediately after the recognition of the authority of Academic Board and their rotation will be conducted after deadline of the elections regulated by this paragraph/item.

The Order 188/n of November 28, 2013 issued by the Minister of Education and Science of Georgia – web-site, 29.11.2013

Article 8. Powers of the University Academic Council

1. According to the requirements of the legislation to carry out the purposes defined by this statute, Academic Board shall:

- a) Draft and approve the strategic development plan of the University;
- b) Approve study and research programs under the submission of the Faculties;
- c) Promote integration into the European Space of Higher Education, development of study plans and programs, cooperation between the higher education institutions, mobility and integrated teaching, development of research programs;
- d) Elect the chairperson of the Academic Council – the Rector by secret ballot through the majority of its members on the list according to the principle of free and equal elections;
- e) Propose a candidacy for Chancellor's office selected on the basis of competition by a majority of its members on the list to the Council of Representatives;
- f) Submit a well-substantiated proposal to the Council of Representatives concerning the pre-term termination of the powers of the Chancellor by the majority vote of its members on the list;
- g) Propose a new candidacy for Chancellor's office to the Council of Representatives within a period of one month following the termination of the term of office of the Chancellor;
- h) Participate in the discussion of the statute of the University, charters of the structural units, budget and annual report of the Chancellor, held within the Council of Representatives;

- i) Approve the coefficients for the Unified National Examinations at the beginning of a new academic year as well as the number of students to be enrolled in the Faculties under the submission of the Boards of the Faculties;
- j) In cases envisaged by the law of Georgia – approve the Master’s examination coefficients for Master’s examination in accordance with the procedure, envisaged by Order of the Minister of Education and Science of Georgia, also number of students to be enrolled in each basic educational unit under the submission of the councils of the Faculties;
- k) Set the minimal competence threshold for examinations, envisaged by the list of international examinations approved by the Ministry of Education and Science of Georgia under the submission of the councils of the Faculties;
- l) Define the procedure of recognition of credits, awarded by other higher education institutions;
- m) Approve the charter of a dissertation council upon submission of the council of Faculty;
- n) Propose a candidacy for the head of the University Quality Assurance Service to the Council of Representatives for approval;
- o) Draft and propose to the Council of Representatives for approval the rules of recruitment, remuneration terms and amounts for the academic personnel;
- p) Submit annual reports to the Council of Representatives;
- q) Elect the head of the University library;
- r) Approve the evaluation procedures for teaching and research activities under the submission of Quality Assurance Service;
- s) Approve the regulating acts on the activity of University Academic Council
- t) Discharge the other powers delegated thereon by this Law and the law of Georgia.

2. The Academic Council shall be entitled to discuss the issue of pre-term termination of the term of office of the Rector on request of at least 1/3 of the members of the Academic Council in the case of violation of the law of Georgia by the Rector, inadequate fulfillment of Rector’s obligations or/and conduct of any activity, which is incompatible for the status of a Rector. A decision on pre-term termination of the term of office of the Rector shall be made through secret balloting by the majority of the members on the list. The Rector shall not participate in balloting held under this Article.

Appealing of the decisions made with regard to the above issues, shall not result in the suspension of the disputed act.

3. Deleted (28.11.2013, No.188/n).

4. In the case of pre-term termination of the term of office Rector's membership of the Academic Council will also be terminated.

Article 9. The rule for holding Academic Council meetings

1. Approving of authority of the members at the first meeting of newly elected Academic Council is carried out by keeping with the same requirements set for recognition the authority of the university Representative Council members.

2. The Academic Council shall be convened under the initiative of the Rector or at least 1/3 of the members of the Academic Council.

3. The secretary of the Academic Council will be elected from the Council members by majority of votes, by open ballot.

4. Academic Council member has one voting right. Every Board member is liable to participate in Academic Board meetings. The chairman will be notified about the reason for absence in writing. Board members will appear at the meeting without a special invitation. During the work, the Academic Board member has the right to participate in the discussion of all the issues that are the subject of the Academic Board discussions, to express opinions, ask questions, use the other rights provided by law and the statutes of the university.

5. The Academic Council is authorized, by a majority of the members on the list, to create the commissions, working groups on specific issues with active participation of Academic Council members. It is possible to create commissions and working groups by involvement and participation of invited specialists, experts, public representatives, university staff and other interested persons.

6. The meeting is authorized if it is attended by more than the half of Academic Council members. Before opening the meeting and taking decisions the members are registered at Academic Council secretary (registration data is enclosed to the meeting protocol as its integral part).

7. Academic Board meetings may be closed.

8. The secretary of the Academic Council sets an agenda for a meeting agreed with the chairman of Academic Council at least three days before (except for impromptu/unplanned meetings). Along with the main issues, the names of speakers will be indicated on the agenda.

9. Academic council is authorized to take decisions on procedural questions of the meeting by open ballot or by other form of the balloting, by majority of the participants.

10. Academic council meetings are registered by the protocols and the continuity of registration is provided by the secretary of Academic council. The protocol is enclosed with all the material that according to the agenda is connected to the subject of discussion. The authenticity of the protocol is confirmed by the chairman and secretary by signatures. On the last page of the protocol the university seal will be affixed.

11. The Academic Council meeting protocol includes:

- a) date and place of the meeting;
- b) the list of the members and invited persons;
- c) identities of attending persons;
- d) schedule/agenda;
- e) decisions.

12. Academic Council is authorized to make-decision, in the form of resolution, on every question belonging to the competence of Academic Council.

Article 10. The Representative Council of the university

1. The Council of Representative is a representative organ of the university which shall be elected from amongst the representatives of the Faculties of the University, separately by students and academic personnel, pro rata to their number in the Faculties.

2. In the Council of Representative S/R Institutes have 2-2 representatives from amongst the scientific-workers of the Institutes, elected by the Scientific Board of the Institute.

3. Election of the representative council is conducted every 6 years, on the basis of public, direct, equal elections by secret ballot.

4. Composition of the representative council should be at least twice as much as the composition of the Academic council. In the representative council, 1/3 of composition is represented by the students. The students shall comprise one-third of the entire body of the Council of Representatives. An assistant professor shall participate in the elections as a student. While calculating the number of students the number shall be approximated for the benefit of students.
5. The students are elected to the representative council by all students of the faculty registered in the list of voters, postgraduate/doctoral students among them. The representatives of academic staff are elected by all professors of the faculty registered in the list of voters of the faculty academic staff.
6. The representative of university library is included in the representative council.
7. The ground for termination of the status of a member of the Council of Representatives shall be the termination of his/her academic or/and labor relations with the higher education institution.
8. The grounds detected for termination of the status of a member of the Academic Council are used as the grounds for termination of the status of a member of Representatives council.
9. In the case of pre-term termination of powers of a member of the Council of Representatives, the vacancy shall be filled up for the remaining period of the term of office of the Council by the member who had the biggest number of votes after the dropped-out member. If there is no such candidate, the new elections shall be held to fill up the vacant position for the same term.
10. The representative of neither the administrative or auxiliary staff nor the members of the Academic Council may be elected to the Council of Representatives.

The Order 188/n of November 28, 2013 issued by the Minister of Education and Science of Georgia – web-site, 29.11.2013

Article 11. Authority of the Council of Representatives

1. Council of Representatives, in accordance with legislation, to accomplish the goals defined by this statute shall:
 - a) Develop the statute of a higher education institution under the participation of the Academic Council and submit it to the Ministry of Education and Science of Georgia for approval;
 - b) Develop and approve the internal regulations of the University, code of ethics and procedures for disciplinary responsibility;

- c) Approve the rule of higher education institution budget planning and the statutes of structural units;
 - d) Elect a Speaker of the Council of Representatives;
 - e) Approve the nominee for Chancellor's office under the submission of the Academic Council;
 - f) Approve the budget of the higher education institution under the submission of the Chancellor;
 - g) Approve the structure Chancellery of the University under the submission of the Chancellor;
 - h) Approve the annual report of the Chancellor;
 - i) Be entitled to terminate the term of office of the Chancellor before his/her term of office expires upon a sound proposal of the Academic Council or on its own initiative;
 - j) Approve the auxiliary personnel recruitment procedures and the terms and amount of remuneration under the submission of the Chancellor;
 - k) Approve the academic personnel recruitment procedures, terms and amount of remuneration under the submission of the Academic Council;
 - l) Approve the nominee for the Head of Quality Assurance Service under the submission of the Academic Council by open ballot;
 - m) Discharged the other powers delegated thereon by the law of Georgia.
2. The Council of Representatives shall make a decision by the majority of the members of the Council on the list.

Article 12. Speaker of the University Council of Representatives

1. The representative Board meetings are organized and presided over by the Speaker, elected by the council of representative from its members for the term which should not exceed the term of office of the Council of Representatives.
2. The following shall be the grounds for pre-term termination of the term of office of the Speaker of the Council of Representatives:
 - a) His/her own will;
 - b) Entry into force of the sentence of guilty;

- c) Death;
- d) Recognition as disabled or diminished disability by the court;
- e) Dismissal from the academic office of the University;
- g) Non-performance of speaker's duties for three consecutive months;

Article 13. Representative board working regulations

1. The first meeting of newly elected representative board is led by the oldest member of the board;
2. At the first meeting of newly elected council of representatives the chairman of university elective commission will address the meeting on the results of elections and present the documentation concerning approval of the authorities of elected members (election protocols, materials on results, correct management of the elections, revealed facts of complaints, violating elective legislation and other information related) to the chairman of the meeting.
3. The chairman introduces the information and documentation, represented by the elective commission, to the members of the meeting.
4. Resolution, adopted by the board, on approval of the authority of council of representatives members shall be contained all persons declared elected by the university election commission and confirmed by the majority of full list of the meeting.
5. If the number of persons being authorized by the council of representatives is less than the half of full strength, the meeting should be terminated. The next meeting of newly elected council of representatives is convened by the chairman of elective commission of the university at least in 10 days from the elections of more than the half of full strength.
6. The council of representatives elects the speaker to the council of representatives from its members by the majority of votes, by open ballot. The person having more than half of the votes will be declared elected. If there are more than two candidates and neither of them took the votes needed there will be held the repeated elections between the candidates having the best results. After this if the winner is not revealed, in 5 days the meeting of council of representatives will be arranged to conduct the speaker election procedure again.

7. The meetings of the council of representatives shall be held by the speaker of the council of representatives, initiative of the chancellor and/or not less than 1/3 of full strength of council of representatives.

8. A member of council of representatives has one vote. The reasons for absence should be noted to the chairman of the meeting in writing. The members are presented at the meetings without any special invitation. During the work of the council of representatives the member has the right to participate in discussions on all issues being the subject of the discussion of the council of representatives, to introduce proposals, remarks and corrections on the subject of discussion; to put forward candidacies and express opinion about the candidates to be elected, appointed or approved by the council of representatives, ask questions, use the other rights granted by legislation and University statute.

9. Council of representatives is authorized to create the commissions on concrete issues and/or working groups by majority of the members of the council of representatives. Creation of commissions and working groups is possible with participation of specialists, experts, public representatives, university staff and other persons invited by the representative board.

10. The meetings of representative council are organized by the secretary of representative board elected from the representative council members.

11. The meeting is authorized if it is attended by more than the half of the full strength of representative council. Before opening the meeting and taking decisions the members are registered at the secretary of representative council. (Registration data are enclosed to meeting protocol as an integral part).

12. The meetings of representative board may be closed;

13. The issues that should be kept in secret are declared as closed completely or partially. The speaker is obliged to define the list of members allowed to attend the closed meetings;

14. During the meeting the members, invited persons should keep on with ethical norms and other requirements.

15. The issues to be discussed at the meeting are defined three days before (except for unplanned meetings). Along the issues of agenda the name of the speaker should be mentioned as well.

16. Representative council is authorized to take decisions on procedural matters by open ballot and majority of members.

17. The meetings of representative council shall be documented by protocols, the continuous registration of which is provided by the secretary of representative council. The protocol is enclosed by all the material connected with the subject of discussion. The authenticity of the protocol is approved by the speaker and secretary of representative council by signing.

18. The protocol of representative council meeting shall include:

- a) date and place of the meeting;
- b) list of members and invited persons;
- c) names of attending persons;
- d) day agenda/schedule;
- e) decisions

19. Representative council is authorized to make decisions in the form of resolution on all the issues under the competence of representative council.

Article 14. Rector

1. University Rector is the highest academic authority of the University, serve as a chair of the Academic council, represents the University in academic and research fields both within the country and abroad, to what end he/she will be entitled to enter into agreements and transactions on behalf of the University. Whenever a transaction or an agreement concerns the financial and economic matters, it should also be signed by the Chancellor.

2. Rector shall be a person who has a doctorate or equivalent Academic degree.

3. The same person may be elected to the office of Rector for not more than two consecutive terms.

4. The Academic Council shall publish a statement on opening registration of the candidates for the Rector, at least, one month prior to launching the registration of the candidate, commensurate with the procedure envisaged by the law of Georgia and the statute thereof, in full compliance with the principles of transparency, equality and fair competition.

5. While selecting candidacies for the Rector of the University, the Academic Council shall evaluate the action plans submitted by each candidate prior to the elections.

6. Rector issues individual administrative-legal acts within its terms of reference to regulate the issues related to the competency;

7. According to the legislation, in order to achieve the goals defined by this statute the rector is authorized to act on behalf of the university:

a) to make agreements and contracts;

b) to take or/and dismiss the academic staff according to the regulations set by this statute;

c) to take and dismiss administration, auxiliary staff and invited on the base of the contract, heads of the structural units (clinics, centers, institutes) by recommendation of the chancellor;

d) to invite and manage the Academic council;

e) to use the authority granted to the academic council members;

f) to conduct academic and creative activities;

g) to realize the other obligations granted by this statute and legislation.

8. Rector is authorized to establish consulting boards and commissions, as discussing bodies, to decide the issues within the competence, the activities of which are regulated with individual-legal acts issued by the rector.

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9. Rector has vice-rectors, their number is defined by university personnel arrangements and their authority is regulated by administrative-legal act issued by the rector.

10. The authority of rector may be ceased before the expiration of the full term due to the circumstances describes in the paragraph 2 of the article 8 and subparagraphs “b”, “c”, “d”, “e” of the paragraph 5 of the article-7 of this statute.

11. According to the legislation of Georgia, in case of pre-term termination of the powers of the Rector, an acting rector shall be elected by Election Board, which includes all academic or scientific staff of the University with PhD or equivalent academic degree

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Article 15. Head of Administration – Chancellor

1. The head of the university administration (Chancellor) is the highest administrative manager of the University in financial, material and human resources and represents the University in financial-economic relationships.
2. The Chancellor shall be approved by the Council of Representatives under the submission of the Academic Council through secret balloting commensurate with the procedure, envisaged by this Law. The Academic Council shall be entitled to submit the candidacy of one and the same person to the Council of Representatives only twice. In case of repeated rejection of the candidacy by the representative council, the Academic Council shall nominate the other candidacy for the office of Chancellor.
3. The term of office of the Chancellor shall not be longer than 6 years.
4. The same person may be elected to the office of the Chancellor for two consecutive terms only.

Article 16. Powers of the Chancellor

1. According to the legislation and the statute the chancellor shall:
 - a) be in charge of the University administration;
 - b) be entitled to enter into financial and economic transactions (make contracts) on behalf of the University commensurate with the budget of the University;
 - c) define and submit to the Council of Representatives of University for approval the structure of the University administration
 - d) define and submit to the Council of Representatives for approval the project of the rules on auxiliary personnel recruitment procedures, amount and terms of their remuneration;
 - e) manage the Faculties to define and submit their own budgets to the Representative Council; manage formation and approval of the University total budget draft by the Representative Council;
 - f) develop and propose to the Representative council for approval an annual report on the works carried out;
 - g) pass individual acts within its competence;

h) carry out the management of financial resources and other material properties of the university and is responsible for its proper usage; is responsible for legitimacy and effectiveness of the financial and economic activities of the university;

i) coordinate and supervise the proper activities of the University's financial, economic and logistic departments.

j) implement other authorities granted by the legislation and this statute;

2. According to the activities, the Chancellor shall be accountable to the Senate and the Academic Council and the Representative Council.

3. The regulations for ceasing the authority of the chancellor are as follows:

a) repeated denial of the Representative Council on approval of annual report/account and budget;

b) motivated resolution of the Representative Council;

c) grounds for termination of employment contract established by "Labor Code" - the organic law of Georgia.

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Article 17. The university quality assurance service

1. The educational and research activities of the University, as well as the process of professional development of its personnel shall be subject to regular evaluation, which evaluation shall be conducted under the participation of students and the results of which shall be public and available for any interested person.

2. With the view to of ensuring the regular evaluation of educational and research activities of the University and professional development of its personnel, there should be created the quality assurance department.

3. The head of Quality Assurance Department of the University shall be approved by the Council of Representatives under the submission of the Academic Council. The head of university quality assurance department is elected for 6 years.

4. University quality assurance department shall get into contact and closely cooperate with relevant offices of foreign countries and their higher education institutions in order to establish the transparent criteria for quality control and develop the methodology for meeting these criteria.

5. University quality assurance department provides:

- a) internal / external procedures of assessment aiming at improvement of teaching quality at the university;
- b) creation and updating the data base of teaching quality indexes at the university, according to the criteria detected;
- d) providing information on normative requirements related to the quality assurance as well as the changes performed in this direction to the quality assurance services of the faculties;
- e) getting related information from the quality assurance services of the faculties for its further processing and insertion in the data base;
- f) other activities promoting the high quality education through the introduction of modern methods of teaching, learning and evaluation (modules, credit systems, etc.) and preparation of self-evaluation for the accreditation processes.

6. University quality assurance department (according to its activities) is accountable before the academic board.

7. The authority of the head of university quality assurance department may be ceased before the expiration of the full term due to the revealed circumstances detected for ceasing the status of academic board member. The decision for ceasing the status of the head of university quality assurance department is taken by academic council with majority of full strength.

Chapter III.

Faculty

Article 18. Faculty structure and faculty administrative organs

- 1. Faculty is basic educational-scientific and administration unit providing training the students in one or several specialties and awarding appropriate qualifications.
- 2. The faculty governing bodies are: board of the faculty, dean, faculty quality assurance service.

3. According to the university decision teaching on the faculty may be accomplished in English or/and other foreign languages according to the agreement with the Ministry of Education and Science of Georgia.
4. According to the rule set by the faculty, the faculty may include the educational department and department of professional development as structural units providing academic higher educational programs as well as scientific-research laboratory, library and subsidiary structural units.
5. The faculty regulations are approved by representative council by submission of academic council.

Article 19. Faculty board

1. Faculty board is representative organ of the faculty including all the members of the faculty academic staff and the representatives of students' self-governing body, except for exclusions foreseen by this statute.
2. In case the total number of the faculty academic exceeds 50 members, one representative from each departments (directions), according to the departments (directions) and on the background of the recommendations of the faculty, will be elected to the Faculty board according to the established rules/regulations of the University.
3. Representatives of academic staff and students will be elected to the Faculty board separately.
4. The number of student self-governance representatives in the Faculty Board shall be defined by the faculty statute and shall not be less than 1/4 of the entire membership of the board.
4. Faculty board elective rules is regulated by the rules/regulations of the university.

Article 20. Obligations of the faculty board

Faculty board shall:

- a) Define and present to the Chancellor for approval the faculty budget;
- b) On the basis of free and equal elections, by secret ballot, elect a faculty Dean by a majority vote;
- c) Upon the Dean's proposal, develop and present to the University Academic Council for approval faculty strategic development plan, study and research programs;
- d) Upon the Dean's proposal, develop and present to the Academic Council for approval the structure and the statute of the faculty;

- e) Develop and present to the Academic Council for approval dissertation council statute;
- f) Elect a head of the faculty Quality Assurance Service
- g) Be authorized to discuss the question of ceasing of the dean's status by demand of not less than 1/3 of board members for non-fulfillment or/and inappropriate fulfillment of obligations/duties by the dean. The decision about the ceasing the authority of the dean is taken by secret ballot, majority of the listed members. Dean doesn't participate in the balloting foreseen by this item. Appellation of the decisions concerning to these issues won't cause termination of impugned/disputable act;
- h) Appoint acting dean in case of ceasing the status of the dean;
- i) Exercise other powers conferred to it by Georgian legislation and this law

Article 21. Dean

1. The faculty board elects the faculty dean for four (4) years. One and the same person may be elected as Dean for not more than two consecutive terms. The faculty board shall publish an announcement on the registration of candidates for Dean's office no later than one month prior to launching the registration. Elections are conducted in compliance with the statute, principles of transparency, equality and fair competition.

1¹. Only Professor or Associate Professor shall be elected as a Dean of the Faculty:

2. Faculty dean shall:

- a) ensure efficiency of study and research activities in the faculty;
- b) submit the strategic plan, educational and scientific-research programs of faculty development to the faculty board for consideration;
- c) define and submit the structure and regulations of the faculty to the faculty board;
- d) be responsible for the implementation of the decisions of Council of Representatives, Academic Council and Faculty Board within his/her terms of reference
- e) issue individual legal acts within the competence;
- f) preside over the sessions of the faculty board;
- g) be responsible for the targeted use of the faculty budget;

h) exercise other powers conferred to him/her by this law and the Law of Georgia

3. For the pre-term cessation of dean's authority there are applied the principles for pre-term cessation of academic council member's authority.

4. According to the decision of the Dean, an advisory body - dean's office may be set up before the expiration of the full term, where are officially included: dean, deputy dean/deans, quality assurance service of the faculty, heads of the faculty structural units.

5. Academic Board of University takes decision on the definition of dean's competence (if needed).

6. All legal issues related to academic and scientific activities within the frames of faculty are regulated according to the individual-legal acts issued by the dean.

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Article 22. Quality Assurance Department/Service of the Faculty

1. With the purpose of ensuring systematic evaluation of quality of academic and research activities of the faculty as well as upgrading the personnel qualifications, there shall be established a Quality Assurance Service that shall operate on the basis of the faculty's statute

2. The Faculty Quality Assurance Service closely cooperates with the similar services of foreign countries and foreign higher education institutions in order to ensure transparent criteria for quality control and develop methodology for meeting these criteria

3. Head of quality assurance service of the faculty is elected by faculty board for the term of academic program.

4. Member of faculty quality assurance service may be a member of faculty board, a Professor or an Associate Professor.

5. Major task of quality assurance service of the faculty is to provide and maintain the high level of teaching quality through the implementation of modern methods of study, teaching and assessment (modules, credit system and etc.) and preparation of self-assessment for accreditation process.

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Article 23. Dissertation Board

1. Dissertation board is a body that is established at a faculty and awards the academic degree of a doctor.
2. Faculty dissertation board includes all as full as associate professors with doctor's academic degree.
3. Procedures for staffing of the dissertation board and election of its Chairman are defined by the statute that shall be approved by the Academic Council upon the proposal of the Faculty Board.
4. Invitation of a person with doctor's academic degree to the dissertation board is approved by 2/3 of Dissertation Board members on the list.

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Chapter IV.

University Staff

Article 24. University Staff

1. University staff includes: academic, administrative and auxiliary personnel.
2. Hiring and dismissing the university personnel is regulated by this statute and other related acts worked out on its basis.

Article 25. Academic Staff of the University

1. The academic personnel of the University consists of professors.
2. The body of professors consists of professors, associate professors and assistant professors.
3. Professors shall be involved and/or lead the study process and research.
4. Provide practical and/or research activities under the guidance and supervision of assistant professor, associate professor or assistant professor within the frames of study process at the Faculty.

5. The threshold workload of a professor shall be defined by the Academic Council and approved by the Council of Representatives

6. Academic Council of the university is authorized to take decision on possibility to elect a person, 65 of age at the position by 2/3 of the listed members (full strength). Academic Council may accept aforesaid decision for the university, faculty or the directions of the faculty.

7. University is authorized to award a title of honorary doctor or emeritus to the citizen of Georgia or foreign country, who with his/her academic, scientific and/or public activities made a special contribution to development of University strategic goals. The decision on awarding a title of honorary doctor is taken by 2/3 of the listed members of Academic Board.

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Article 26. Rules for Filling in an Academic Position

1. An academic position may be filled in only on the basis of an open competition based on the principles of transparent, equality and fair competition.

2. The date and conditions of competition shall be made published in accordance with the procedures prescribed by the law of Georgia and this statute at least one month prior to the submission of applications/documents.

3. Announcement on the competition shall be placed on the official website of the University and in prominent places at the University, to provide ensure transparency and access for every interested person.

4. Announcement shall include: the date of registration, submission deadline and the list of documents required.

5. The data of the competitors shall be assessed by the Competition Commission of the University. The composition of the commission shall be approved by Academic Council under the submission of the Rector. A member of the Competition Commission shall be a doctoral academic degree in relevant field. The contestant should not be a member of the Competition Commission.

5¹. The aim and functions of the Competition Commission:

a) Selection for vacant academic staff positions under the rule of competition;

- b) Assessment of professional competence and qualifications of the person;
- c) Submission of recommendation to the Academic Council on the results of the evaluation.

5². Issues, related to the procedure of the competition for filling in an academic position is determined by the Competition Commission.

5³. Competition Commission's activities shall be defined by the regulations drafted by the Academic Council and approved by the Council of Representatives.

6. Criteria of selection of academic staff under the rule of competition are worked out and approved by academic board.

7. Rector concludes an individual labor contracts with academic faculty, who won the competition by taking into consideration requirements stipulated by the law on higher education and labor.

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Article 27. Conditions for Filling in the Academic Positions

1. Any person having Doctor's academic degree (or equivalent academic degree) and at least six years of teaching and research experience can be elected as a professor. Professor shall be elected for the relevant educational term.

2. Any person having Doctor's academic degree (or equivalent academic degree) and at least three years of teaching and research experience can be elected as an associate professor. Associate Professor shall be elected for the relevant educational term.

3. Any person having Doctor's academic degree (or equivalent academic degree) shall be elected as an assistant professor, for 4 years.

4. Doctoral student can be elected as an assistant professor for 4 years.

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Article 28. Rights of the Academic Personnel

1. According to the competency academic personnel shall be entitled to:

- a) Participate in the management of the University as well as in the elections of managerial organs of the University;
- b) Carry out teaching, research and creative activities and publish research works independently without any interference;
- c) Independently determine the contents of study programs (syllabuses), as well as teaching methodology and means within the framework of the educational programs

2. Academic personnel shall be required to:

- a) Follow code of ethics and rules of disciplinary responsibility;
- b) Fulfill obligations undertaken according to the labor contract;
- c) Present report on executed activities after raising qualification;
- d) Follow the requirements fixed under this statute and legislation;
- e) Present report on the activities carried out after the end of scientific-creative holidays

3. University provides training and research freedom for its academic staff creating appropriate conditions for their activities.

Article 27. Dismissal from an Administrative Position

Principles and reasons for dismissal of academic staff include:

- a) his/her own will
- b) Expiration of the labor contract;
- c) Gross or systematic violation of the code of ethics and disciplinary norms;
- d) Violation of terms and conditions of the labor contract;
- e) Retirement;
- f) Other cases envisaged by legislation.

Article 30. Administrative Positions and other Personnel

1. Administrative positions at the university include: Rector, Chancellor, Deans, their deputies, heads of quality assurance services of university and the Faculties.
2. No person who has reached the age of 65 can be elected or appointed to an administrative position
3. The other staff, foreseen by staff list necessary for university activities, belongs to the auxiliary staff. University is entitled to establish the rule on recruitment of auxiliary staff through the competition, approved by Representative Council of the university.
4. University is entitled to invite a specialist with appropriate special qualification, not holding academic or teacher's positions, for participation or/and leading academic or/and scientific research activities. Rector concludes labor contract with an invited specialist under submission of the chancellor.

Article 31. Dismissal from an Administrative Position

1. The grounds for pre-term dismissal from administrative positions are as follows:
 - a) His/her own will;
 - b) Enforcement of the court ruling regarding his/her conviction;
 - c) Death;
 - d) Acknowledged as disabled or restricted -disable by the court;
 - e) Becoming 65 years old; except for the case, when a person is elected to the administrative position;
 - f) Dismissal from academic position if holding this academic position is a precondition for holding the administrative position;

Article 30. Positional incompatibility

1. Administrative official is not entitled to simultaneously hold other administrative position at the university, or be the head of independent structural unit at the university.
2. When the precondition of holding an administrative position or membership of a managerial body is holding of an academic position, the expiry of the academic term of office shall result in the termination of the powers of an administrative official or membership of a managerial as soon as the

results of the competition announced for filling in an academic position are approved, unless the person concerned was elected to the academic position.

3. Member of academic board is not entitled to hold administrative position simultaneously, except the rector, or be the member of representative council.

4. The Speaker of the Council of Representatives shall not be entitled simultaneously hold an administrative position.

5. Positional incompatibility of academic, teaching and auxiliary staff as well as other cases of incompatibility shall be determined by the law of Georgia.

Chapter V.

Student

Article 33. Status and Rights of the Student

1. Status of university student is conferred to a person on the background of rector's order on enrolment and is active till the cessation of legal relations with the university.

2. Status of students entitles the student to apply rights and obligations determined for the student.

3. A student shall be entitled to:

a) Receive a qualified education

b) Participate in scientific-research activities;

c) Make use of University's material and technical, library, information and other resources in accordance with the procedures envisaged by the statute of the University, internal regulations and the regulations;

d) Elect a representative and be elected to the student self-governance, also the managerial bodies of the University through secret balloting on the basis of general, direct and equal elections in accordance with this statute;

e) Freely establish and/or join student organizations in accordance with his/her own interests;

f) Freely express his/her opinion and refuse to share those ideas, proposed thereto during the study process;

g) Move to another higher education institution from the second year of study in accordance with the procedure, envisaged by the law of Georgia and the rule for taking the government funding allocated for him/her will be defined by the Minister of Education and Science of Georgia;

h) Move to Master's programs of another higher education institution in accordance with the procedure, envisaged by the order of the Minister of Education and Science of Georgia; Upon moving to another accredited Master's educational program a student shall be entitled to take with him/her the Master's state study grant acquired within the percentage amount of the annual volume of Master's state study grant funds allocated for educational program directions, amongst them for priority program directions, if he/she continues education on the same directions, among them on priority ones, at that higher educational institution that is involved in the unified examination system in accordance with the law on higher education.

i) Receive scholarship, financial or material aid and other benefits from the state, University or other sources in accordance with the procedure, envisaged by the Law of Georgia and this statute.

j) Choose study programs;

k) Take part in the development of individual study programs;

l) Periodically evaluate the work of the academic personnel;

m) Exercise the other powers delegated thereto by this statute and the Law of Georgia.

4. University provides benefits for the students with disabilities in order to create the necessary conditions for their education, envisaged by the regulations of the basic educational units.

5. The private information stated by the student in the presence of the academic personnel, also the information about student's views, faith and political beliefs, which became known to the academic personnel during the study process, also the information regarding the disciplinary measures against the student shall be confidential, except for the case when the student's permission is in place or the administration has the lawful interest to defend the security of others and the rights guaranteed by law. The information regarding the student's academic performance and the student's disciplinary prosecution shall be kept separately. When keeping records about the student, the administration has the duty to follow the rules and procedures prescribed by the General Administrative Code of Georgia.

6. University is obliged to ensure a fair assessment of the student's knowledge, for which it shall develop appropriate procedures.

7. The grounds for cessation of student's status:

a) his/her own will

b) non-passing of administrative (financial) registration

c) gap year

c.a.) application in person, valid grounds (in order to continue studies abroad, compulsory military service, serious illness of the student or his/her family member (put in ward), other valid reasons);

c.b.) pregnancy, childbirth and/or child's care;

c.c.) to study the language in which the educational program is provided

d) absence for more than 35% of hourly charge during the semester foreseen under the curriculum;

e) criminal prosecution before the judgment entry into force

f) other cases envisaged by the legislation.

8. Financial relations between the University and the student with status cessation are regulated by other administrative-legal acts

9. Student's status is terminated after 5 years from ceasing the status.

10. Principles of discontinuance of student's status include:

a) His/her own will;

a¹) Completion of a relevant educational program

b) Student's transferring to other higher educational institution;

c) Willful leaving of study by the student for more than 5 years

d) Three times failure in getting credits for the same compulsory course

e) Student's exclusion due to gross or systematic violations of disciplinary norms (two and more violations is considered as systematic ones) or/and due to the violation of the terms and conditions of the contract or in accordance with the legislation.

f) Death

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Article 34. Duties of a Student

A student shall have a duty to:

- a) Study the subjects which he/she selected and which are compulsory as laid out in the higher education institution's program and comply with the University internal regulations;
- b) Conscientiously fulfill undertaken obligations, follow the internal regulations, administrative instructions and the instructions of direct supervisor;
- c) Maintain requirements of safety technique, sanitation, occupational hygiene and fire-prevention determined by appropriate rules and instructions;
- d) Protect the University property and ensure the proper protection of the documents submitted;
- e) Keep confidential information disclosed to them as a result of institutional activities;
- f) Strictly follow the regulations of the faculty;
- g) Not to leave study at the university without written notice or the required consent (willfully);
- h) Strictly comply with the requirements established in accordance with the law, this statute, internal regulations and the contract concluded with him/her.

Article 35. Disciplinary obligations of a student

1. In accordance with the code of ethics of the university disciplinary prosecution of the student should be proportionate to the student's misconduct.
2. Disciplinary prosecution of the student should not restrict the student's right to participate in the study process, except for the cases endangering the rights and health of the others, security and the

property of a higher education institution. The issue of a student's disciplinary prosecution is studied by the committee of ethics and submitted to the Faculty board for consideration. The student has the right to attend the review of his/her case.

3. The student who is the subject of a disciplinary prosecution has the following rights:

- a) Receive a written substantiated decision regarding starting his/her disciplinary prosecution;
- b) Attend the proceeding regarding his/her disciplinary prosecution and has the right of defense
- c) Provide the Council with the evidences and the information he/she possesses;
- d) Take part in examining the evidences obtained by the Faculty board;
- e) Demand public hearing of his/her disciplinary prosecution.

4. For the disciplinary prosecution the faculty board is entitled to apply following measures:

- a) Reprimand; b) Rebuke; c) Exclusion.

5. A student has the right to appeal in court the decision on disciplinary prosecution made by the Faculty Board regarding his/her case within a month after transferring this decision to the court.

Article 36. Student Self-Governance

1. Student self-governance shall be established in the University according to basic Faculties through secret balloting on the basis of general, equal and direct elections.

2. Combination of self-governances in individual faculties shall represent the higher education institution's self-governance, which shall develop the student self-governance statute.

3. The student self-governance, in compliance with its statute, shall:

- a) Ensure students' involvement in the university management;
- b) Promote protection of students' rights;
- c) Elect representatives to the Faculty board

d) Have the right to make recommendations on improving the faculty/university management systems and quality of studying and present them to the Faculty board, Representative council and Academic council

e) Exercise other powers as may be defined by the statute;

4. Administration of the university may not interfere into the activities of student self-governance.

5. Activity of university student self-governance, among them management and regulation of money resources of self-governance are realized according to the regulation approved by university student self-governance.

Chapter VI.

Other Structural Units of the University

Article 37. Other Structural Units

1. In order to provide continuous medical education, professional rehabilitation, doctors' training, raising qualification, implementation of sub-specialty programs, skills development, special modules, training of academic staff, scientific- research and innovative projects, standardization of medical-prophylactic and valleologic preparations and other types of academic, scientific- research and medical activities, the appropriate structural units (institutes, centers) are established at the university, the regulation and staff list of which is approved by representative council upon the presentation of the chancellor.

2. The mentioned structural units are established at the university for implementation of editorial, sport, art, foreign languages and other cultural and educational programs, the regulations and staff list of which is approved by representative council upon the presentation of the chancellor.

3. University structural units defined by this article are accountable before the Rector and Chancellor taking into consideration the competence of these administration organs

Chapter VII

University Clincs

Article 38. Clincs

1. For providing the students, residents (applicants for candidate of doctor's degree) with free of charge clinical bases at implementing the programs in practical disciplines, skills and continuous professional development and other objectives determined by the statute of the university, the university is entitled to establish the legal entity of private law of organizational-legal type (entrepreneurial or non entrepreneurial) and medical establishments (hereinafter referred to as - "University Clinic", "Academic Clinic") among them.

2. Subject determined under the first paragraph of this article may be established in accordance with prior consent of the Ministry of Education and Science of Georgia.

3. Structure, management, obligations and other organizational and legal issues of the clinic are regulated by the regulation approved according to the legislation.

Article 39. Board of Lobbyists

1. In order to develop strategic plans for active participation in international programs, obtaining grants, finding additional resources for university development of and other strategic plans, an advisory organ - the board of lobbyists is established by decision of academic council.

2. Composition and schedule of the board of lobbyists is determined by Academic council by majority of members on the list.

Chapter VIII.

Budget and University Property

Article 40. Budget of University

1. Drafting of the next year budget of the University shall be coordinated by the Chancellor.

2. The next year budget of the University shall be worked out according to the consultations with the faculties and other structural units of the university.

3. The Chancellor shall agree the draft budget for the next year with the Academic Council of the University and submit it to the Representative Council for approval.

4. The Representative Council shall review the proposed draft budget and either approve it or return to the Chancellor with relevant remarks.

5. If the Chancellor agrees to proposed remarks, the Council of Representatives shall approve the draft budget with due consideration the proposed remarks.
6. If the Chancellor disagrees with the remarks of the Council of Representatives, he/she shall be entitled to return the first draft of the budget to the Council of Representatives for approval together with well-substantiated reasoning. The reasoning, submitted to the Council of Representatives should be supplemented by the proposals of the Academic Council.
7. The repeated refusal of the Council of Representatives to approve the budget shall result in the termination of the Chancellor's powers. The budget shall then be approved under the submission of the newly appointed Chancellor.
8. Project on university budget will be submitted to representative council not earlier than two months before the end of budget year. In case of repeated refusal to approve the budget the ongoing activity is monthly financed by no more than 1/12 of last year budget.

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Article 41. Funding of the University

1. The university together with its structural units may carry out other economic activities allowed by the law of Georgia.
2. The sources of funding of the University shall be as follows:
 - a) Tuition fees that are covered by the state study grant and state Master's study grant (only with regard to an accredited higher education program);
 - b) Funds received through private grants, contributions or a will;
 - c) Research grants awarded by the state on the basis of competition;
 - d) Program financing allocated by the ministries of the relevant fields;
 - e) Income from the fulfillment of state orders (economic activities);
 - f) Income from work performed under the contract;

g) Any other sources of income allowed by the Law of Georgia, including the revenues from economic activities.

Article 41. Property of the University and State Control

1. The property of University comprises the property conveyed to it by the state, legal and private persons, as well as that acquired by the institution itself using its own funds.

2. The control over the University is carried out by the Ministry of Education and Science of Georgia, providing supervision of legitimacy, appropriateness, effectiveness and financial-economic activities of the University. Ministry of Education and Science of Georgia is authorized to require from the University any material or information necessary to ensure adequate control.

3. According to the consent of the Ministry of Education and Science of Georgia, the University is entitled to provide following activities:

a) Acquiring, alienating or leasing the entire or a part of real estate belonging to the university

b) make a loan;

c) warranty;

d) other decisions upon the property of the university if they go beyond its ordinary activities.

4. Refusal of the Ministry of Education and Science of Georgia to implement the activities envisaged by the paragraph 3 of this article shall be clearly-substantiated. The refusal may be appealed to a higher authority and / or the court.

5. Acquiring, alienating or leasing the entire or a part of real estate belonging to the university, as well as any decisions on the property beyond the educational and scientific-research activities, is only permissible by the decision of representative council and needs the consent from the Ministry of Education and Science of Georgia, Ministry of Economy and Sustainable Development of Georgia in accordance with the regulations prescribed by the legislation.

6. To perform the activities envisaged by subparagraphs "b" and "c" of paragraph 3 of this article, approval by the Ministry of Finance of Georgia is required.

Article 43. Making up and checking of University balance

The University shall, in accordance with the regulations prescribed by the law of Georgia, provide accounting and reporting of its financial - economic activities.

Chapter IX.

Printing organ of University

Article 44. Printing organ of the University

1. Official printing organ of university is the “Medical Newspaper” on the base of the university budget and with prescribed periodicity and circulation.
2. Printing organ of the university is functioning on the basis of regulations approved by representative council of the university.

Chapter X.

Reorganization, Liquidation

Article 45. Reorganization and Liquidation of the University

1. The University may be reorganized or liquidated in accordance with the procedure envisaged by the Law of Georgia.
2. The university can be reorganized or liquidated by the Government of Georgia commensurate with the law of Georgia under the submission of the Ministry of Education and Science of Georgia.

Chapter XI.

Amendments to the Statute

Article 46. Rule on amendments

1. Project on the amendments to the statute shall be worked out and submitted to the Ministry of Education and Science of Georgia for approval by the Representative Council of the University.
2. In consideration of the project of amendments to the statute together with the representative council participates the academic council of the University.

3. Making amendments and supplements to the statute shall be in accordance with the requirements set for the adoption of the statute.

Chapter XII.

Transitional Regulations

Article 47. Measures related to the reorganization of a Non-entrepreneurial (noncommercial) legal entity - Tbilisi State Medical University into a legal entity of public law

1. After reorganization of a non-entrepreneurial (noncommercial) legal entity– Tbilisi State Medical University as a legal entity of public law, to be executed Essential measures for reorganization:

a) Round seal approved under the legislation, stamp and other legal attributes of non-entrepreneurial (noncommercial) legal entity - Tbilisi State Medical University, should be correspondent with University attributes established for legal entities;

b) Before adoption of the round seal approved under the legislation, stamp and other legal attributes of legal entity of public law – Tbilisi State Medical University, round seal, stamp and other legal attributes of non-entrepreneurial (noncommercial) legal entity – Tbilisi State Medical University are left in force.

2. After this regulation comes into force, university's structure is to be correspondent with the requirements determined under this statute.