

Approved

By TSMU Representative Council

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decree # 23/3

Scientific Research Skills Center at Tbilisi State Medical University

Provision

Chapter 1. General Provisions

Article 1.

Tbilisi State Medical University (referred to as the "University") Scientific Research Skills Center (referred to as the "Center") is a structural unit of the university and is directly subordinate to it.

Article 2.

1. The Center is governed by the Constitution of Georgia, by the Law of Georgia on Higher Education, with other legislative and subordinate normative acts, TSMU statutes, and administrative acts of management bodies approved by the University Representative Council.
2. The center has a seal, stamp and title sheet approved by the university.
3. The center is located in Tbilisi. Asatiani st. N7

Chapter II. Goals and Objectives of the Center

Article 3

1. The main objectives of the Center's activities are:
 - a) To develop students' scientific research skills;
 - b) To apply biomedical scientific principles, methods, and knowledge in medical practice and research;
2. The Scientific Skills Center should equip students with the following:
 - a. Knowledge of scientific research methodology, including the development of research design, detailed planning, and processing of obtained results and conclusions.
 - b. The ability to analyze available information resources to solve problems, find independent solutions, and make independent decisions.
 - c. Proficiency in writing skills, expressing opinions, teamwork, collaboration in biomedical

sciences, and effective use of information technologies and library resources for professional practices.

d. Plan and implement innovative research under professional guidance.

e. The ability to critically analyze, synthesize, and evaluate new, complex, and contradictory ideas and approaches;

f. Acquire knowledge of principles of ethics for conducting scientific research;

g. Use of evidence-based principles, skills and knowledge;

h. Use of evidence in practice;

i. Correctly determine and conduct relevant literary research; Criticizing published literature, conclusion and use in practical activity.

3. Promote harmonization with the European system of scientific research, Scientific Forums, Scientific-Practical Conferences conducted and Organization.

4. Prepare and distribute educational materials, books, brochures, booklets and posters.

5. Facilitate developing and promoting the Research Scientific Skills Center (arranging open lessons at the Center for Scientific Skills for graduate school pupils).

6. Scientific Skills Center participation in organizing international meetings and conferences.

7. Constantly implement and develop information-communication technologies in terms of scientific skills.

8. The Center conducts necessary educational and scientific activities for the purpose of the TSMU.

9. The Center cooperates to achieve the goals set out in this provision and to solve the objectives:

- With the university structural units;
- with governmental and non-governmental organizations in Georgia as well as international organizations.

Chapter III. Director of the Center

Article 4

1. The center is headed by the Director of the Center, who is appointed and dismissed by the Rector of the University.

2. The Director of the Center is accountable to the Rector and Chancellor, taking into account the competence of this management.

3. The Center's activities guide the director of the Center. During the absence, one of the Senior Specialists changes the Centre Director.
4. The Director of the Center is responsible for:
 - a. Managing and protecting the property transferred by the University for the functioning of the Center.
 - b. Participating in the activities of relevant departments and faculties of the University, involving academic staff in carrying out tasks defined by the Center with this provision.
 - c. Ensuring control over the revenue generation of the center.
 - d. Planning and organizing (organizational, material-technical, internal measures) the work of the Center.
 - e. Presenting documents related to the financial and/or economic activity of the University in compliance with demand.
 - f. Making proposals on employee reimbursement, incentives, and disciplinary liability to the rector.
 - g. Undertaking other activities that directly or indirectly serve the goals of the Center.
5. The organizational, legal, disciplinary, and other nature of the activities of the Center may be regulated by the Head of the Center with the regulations approved by the Rector.
6. The scope of the property liability of the Director of the Center is established based on the relevant agreement, acceptance and delivery act, and applicable legislation.
7. The Director of the Center is authorized by the TSMU or with a power of attorney to communicate with third parties, including the process of concluding agreements.

Chapter IV. Staff and support staff of the Center

Article 5.

1. The staff of the Center is appointed and dismissed by the Rector in accordance with the legislation.
2. The University's staff schedule determines the number of staff members of the Center.
3. Individual activities of the Center, which the University Staff Schedule does not provide, are performed by the invited person based on the relevant labour agreement.
4. The Centre staff members are accountable and responsible to the Center Director.
5. The staff at the Center ensure the proper implementation of their assigned functions in accordance with this provision. Any employee directly involved in the possession, validity, processing, or use of the property is required to sign a written agreement outlining their full financial liability.

Chapter V. Property of the Center

Article 6.

The Center uses its TSMU property and is obligated to provide protection and ensure purposeful use of the property.

Chapter VI. Revenue and expenses of the Center

Article 7.

Income from the Center's activities can be:

1. Income from the educational, scientific, and other economic activities of the Center.
2. Income from scientific grants.
3. Income from activities resulting from winning tender competitions.
4. Other revenues allowed under the legislation.

Article 8.

5. Cost of the Center:

1. Revenues from the Center's commercial activities, received by the University, will primarily be used to accomplish the objectives of the Center.
2. The revenue and expenditure of the Center are managed by the University through its structural units.
3. Cost of the Center: 1. Revenues from the Center's commercial activities received by the University will primarily be used to accomplish the objectives of the Center.

Chapter VII. The economic activity of the Center

Article 9

1. The Center carries out economic activity in accordance with the provisions of the present Regulation, Law and Normative Acts.
2. The Center uses the cost-estimate prices and tariffs approved by the TSMU during implementation of economic activities.
3. Prices and tariffs regulated by the state or local self-government bodies is mandatory for the Center.

Chapter VIII. Accounting and reporting

Article 10

The accounting and statistical accounting of the Center is carried out by the volume and periodicity provided by the legislation.

Chapter IX. Control of the activities of the Center

Article 11.

1. The coordinator of the Center's activities is administered by the relevant bodies of the TSMU.
2. The activities of the Center are checked in accordance with the procedure established by the existing legislation.

Chapter X. Responsibility and settlement of disputes

Article 12.

1. The Center is responsible for its obligations.
2. Responsibility of the head of the Center and the staff of the Center is determined in accordance with the applicable legislation.

Chapter XI. Termination of the Center's activities

Article 13.

Reorganization or liquidation of the center is carried out by the TSMU administrative act or in other cases defined by the legislation.

Chapter XII. Final Provisions

Article 14

The provision of the Center is approved by the TSMU Representative Council. Revocation of the Center's provision, adjustment and additions to it by the Representative Council of the University is implemented in accordance with the legislation.