

*approved by the resolution # 23/3; March 19, 2020  
of the representative council of Tbilisi State Medical University*

## **Provision of the medical newspaper of the TSMU Editorial Office**

### **CHAPTER 1.**

#### **General Provision**

##### **Article 1**

1. TSMU Editorial Office of "Medical Newspaper" is the structural unit of Tbilisi State Medical University (hereinafter University)

2. The editorial board of the "Medical Newspaper" Office is guided by the Constitution of Georgia, the "Law on Higher Education", the Law of Georgia on "Legal Entity of Public Law", other legislative and subordinate normative acts and this provision.

##### **Article 2**

The editorial office of "Medical Newspaper" is accountable to the Vice-Rector (for Research), who supervises its activities according to the established procedure.

### **CHAPTER 2**

#### **Main tasks and functions of the publishing house.**

##### **Article 3.**

- a) Publications prepared in the "Medical Newspaper" editorial office should describe university life, students' activities and professors' achievements, other issues of interest to the university, and be printed in the "Medical Newspaper".
- b) The "Medical Newspaper" editorial office is responsible for reviewing, processing, and editing letters submitted to it. If a letter aligns with the goals and functions outlined in sub-clause of Article 3 of the provision, it may be considered for publication in the "Medical Newspaper."

##### **Article 4**

1. The main functions of Editorial Office:

- a) Preparation of "Medical Newspaper" publications, editing and printing the incoming letters;
- b) Based on the interests of the university, if necessary, to create an extraordinary working group/editorial board to provide review of scientific/medical articles of the "Medical Newspaper";

- c) Creation and protection of a fund of published and printed products.
- d) Other functions as determined by the University based on its objectives.

2. The editorial office of "Medical Newspaper" is authorized to:

- a) Publish information, required to be published by law.
- b) Request oral or written information from structures within the Tbilisi State Medical University and obtain it freely.

### **CHAPTER 3**

#### **Structure and material provision of the "Medical Newspaper" Editorial Office.**

##### **Article 5**

1. The Editorial Office, is the TSMU structural unit, its main staff is financed from the university budget.
2. The structure and staff schedule are based on functioning of publishing and editorial tasks and is approved by the Rector of the University.
3. The structure of the "Medical Newspaper" Editorial Office consists of:
  - a) Editor of medical newspaper.
  - b) Correspondent
4. Separate directions of the structure, which are not provided by the university staff schedule, are performed by the invited person on the basis of a labor agreement.

### **CHAPTER 4**

#### **The editor of the editorial board of the publishing house.**

##### **Article 6**

1. The editorial board of the "Medical Newspaper" is headed by the Editor of the Office responsible for its activities. The Editor is accountable to the Vice-Rector for Research of the University.
2. The Editor shall be appointed and dismissed by the Rector, and the appointment and dismissal of employees on the basis of the order issued by the Rector based on the recommendation of the Editor.
3. The Editor provides:
  - a) Management and protection of the property transferred by the University for functioning of the editorial office.
  - b) Receiving, recording, and controlling the revenue of the publishing house.
  - c) Planning and management of the editorial office operation.

- d) Propose recommendations to the rector regarding matters concerning employee compensation, promotion, and disciplinary actions.
- e) Uninterrupted publishing of the medical newspaper
- f) Ensuring the provision of optimal working conditions for the correspondents of the "Medical Newspaper."

4. The Editor is responsible for submitting the annual report and the plan for the next year to the Rector for approval no later than one month before the end of the fiscal year.

5. The scope of property liability for the Editor of the Office is established based on the relevant agreement, acceptance-delivery act and applicable legislation.

## **CHAPTER 5**

### **Final Provisions**

#### **Article 7**

The cancellation of the "Medical Newspaper" provision, as well as any modifications or additions to it, are enacted by the representative council according to the procedures established by legislation.