

Approved By Rector, Order N95 - 2022

Elections of Student Representatives to the Advisory Board

Preamble

Board of Advisors (BA) of the Tbilisi Medical Academy (TMA) is the main consultative body to the rectorate of TMA in the development and oversight of institutional policies, strategic development vision, operational plans, and reforms. The latter may envisage educational and research areas, as well as international cooperation and public relations. BA membership includes national and international experts in medical education, clinical medicine, public health, financial management, communication, and international affairs.

Strategic Development Plan of TMA envisages the inclusion of 4 student representatives in the work of the Board of Advisors, including 2 students from the basic level (first step) and 2 students from the clinical level (second step) of medical education programs. At the same time, students must be equally elected both from the Georgian and English educational programs of the university. Elections must be held every two years with 24-month terms for the elected representatives.

Regarding the appointment of the Advisory Board meeting, the Advisory Board provides information to the Institutional Culture Development Department, which in turn provides information to the students who are members of the Advisory Board.

Article 1. Responsibilities of the student representatives in the Board of Advisors:

- 1.1 Attending the BA meetings and raising students' views on the important aspects of the educational, research, international and social programs of the university.
- 1.2 Participating in the oversight of Strategic Development Plan and Operational Plan of TMA.
- 1.3 Presenting students' initiatives to the Board of Advisors in accordance with the educational, research, institutional and social priorities of TMA.
- 1.4 Advisory Board elections must be held every two academic years. Students can hold the office on a 2 year, mandatory rotation basis. The same student cannot be elected for 4 consecutive years.

Article 2. Inclusion of students' representatives in the Advisory Board will ensure:

- 2.1 Strengthening of student-oriented environment and culture of TMA, as declared in the institutional mission of the university, and enhancing partnership between students and the University through different communication channels.
- 2.2 Supporting fellow students by voicing and presenting their opinions and initiatives to the Board of Advisors.
- 2.3 Student members of the BA will have the opportunity to strengthen their skills in communication, teamwork, leadership, problem-solving, management, and presentation. The latter will significantly enrich the portfolio of respective students.

Article 3. Benefits for student representatives of the Advisory Board:

- 3.1 Elected student representatives will have the opportunity to gain critically important professional experiences through working with national and international experts of the Board of Advisors.
- 3.2 Subject to successful completion of the relevant academic year and the BA related tasks envisaged in the 24-month term, the elected students will receive a special Certificate and a Recommendation Letter.

Article 4. Criteria

- 4.1 For the election to the Board of Advisors, the nominee(s) must meet the following criteria:
- 4.2 GPA equal to or higher than 3.0
- 4.3 The candidate should have no record of disciplinary violation, otherwise, the candidate will be disqualified from the election process automatically.
- 4.4 The candidate should not have been accused of bullying or other unethical behavior.

Article 5. Documentation

- 5.1 Candidates meeting the above-listed criteria should submit the following documentation for the nomination process:
- 5.2 Resume or a detailed CV (with a photo), briefly describing the interests and aspirations of the student (not to exceed 300 words).

- 5.3 A proof of participation in a scientific research or social project(s) organized by TMA, if selected from the basic level of medical education programs (semesters I-VI). Participation in exchange programs abroad will be considered an asset.
- 5.4 Proof of participation in scientific research or social projects organized by TMA and proof of participation in an exchange program abroad, if selected from the clinical level of medical education programs (semesters VII-XII).
- 5.5 The Academy is hereby entitled to determine the sequence in which documents are presented.

Article 6. Registration:

- 6.1 For participation in the elections, the candidates should register through the following link - <https://forms.gle/Es5e3CTxJnczNUcM7>
- 6.2 Late submissions will not be accepted.
- 6.3 At the moment of the application deadline, candidates with incomplete application forms will be removed from the election process.

Article 7. Election:

- 7.1 Online elections are conducted through voting through Google Forms with students using only their TMA e-mail addresses.
- 7.2 The winners will be the students who will have the highest number of the votes.
- 7.3 Election results will be considered valid only if a minimum of 10% of TMA students participate in it.
- 7.4 The Institutional Culture Development Department shall publish comprehensive and detailed information regarding the announcement of elections on designated electronic platforms.