

**Petre Shotadze Tbilisi Medical Academy
Student Academy**

Regulations and By-Laws

Article 1. Name of the Student Union

- 1.1. The official name of the student union is the Student Academy of Petre Shotadze Tbilisi Medical Academy (TMA).
- 1.2. The official acronym of the Student Academy of Tbilisi Medical Academy is “SA”.

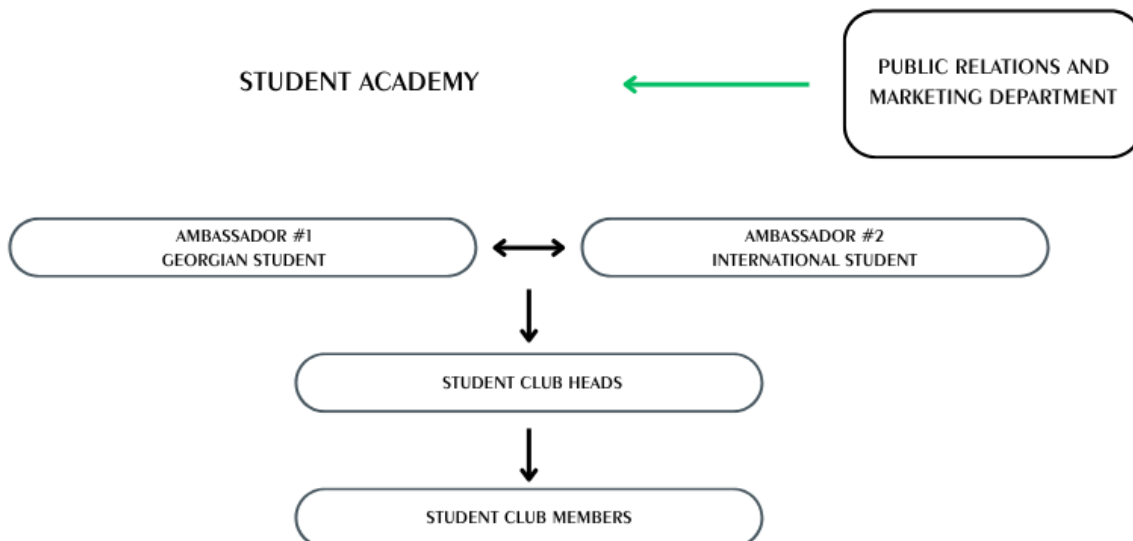
Article 2. Basic principles

- 2.1 The Student Union is the representative body of students enrolled in the TMA, regardless of their program of study. The members of the SA are students enrolled in both Georgian and international programs.
- 2.2 The SA is a voluntary association of TMA students, and membership is open to any student regardless of race, skin color, language, gender, religion, political and other opinions, national, ethnic, social affiliation, origin, property, rank, and place of residence.
- 2.3 Members of TMA’s Public Relations and Marketing Department may act as a support service for the SA without affecting the autonomy of the SA.

Article 3. Goals of the Student Academy

- 3.1 Promoting the education and welfare of TMA students.
- 3.2 Representing the members of the SA and establishing communication between the SA and other institutional units.
- 3.3 Promoting student societies, clubs, as well as sports, social, and cultural activities at TMA.
- 3.4 Providing conditions and services that support student life for TMA students.
- 3.5 Promote positive attitudes and ethical behaviors among the members of the SA and TMA’s staff.
- 3.6 These objectives must be implemented without discrimination, so as not to restrict the rights of anyone regardless of age, gender, race, religion, belief, sexual orientation, disability, medical condition, and/or other different characteristics.

Article 4. Structure



Article 5. Student Academy Ambassadors

5.1 The SA is headed by two students of TMA, who hold the position of ambassador through elections. The position of ambassador is held by one Georgian student and one international student for a term of one year.

5.2 If no candidate is selected through elections, re-elections will be announced every 2 months until the election of ambassadors.

5.3 If only 1 candidate is selected through elections, a second round of elections will be announced within 2 months to select the second candidate. During this time, the first candidate elected shall fulfill the assigned duties.

5.3.1 If the second candidate is not selected in the second round, the first candidate shall continue to fulfill the assigned duties until the term expires.

5.4 In the event of the resignation or disqualification of the SA Ambassador, a new candidate shall be elected through re-elections within 2 months from the resignation/disqualification of the candidate.

5.5 The Ambassadors of the SA make decisions on issues of policy, strategy, and management of SA.

Article 6. Duties of Student Academy Ambassadors

6.1 The primary role of the SA Ambassadors is to support and promote the well-being of TMA students, to initiate/support various thematic meetings, trainings, workshops, and activities, considering the interests of students.

6.2 Regular meetings with the club heads and monitoring their activities.

6.3 Supervise/support the logistical, financial, and operational aspects of events/meetings/projects implemented by club leaders.

6.4 Organizing/supporting meetings and consultation processes related to the activities of the SA.

6.5 Selecting the heads of clubs, according to the needs and interests of the SA members.

6.6 At the end of each semester, submit a report to TMA's Public Relations and Marketing Department on the events/activities/initiatives that were implemented within the scope of their duties during a particular semester.

6.7 Raising awareness of TMA's Code of Conduct and organizing meetings/workshops/trainings related to professional conduct and ethics.

6.8 Communicating with TMA students and disseminating information through various communication channels (e-mail, telephone, printed materials, social channels, direct communication).

6.9 Ambassadors are obliged to protect the confidentiality of personal and electronic data/information shared with them (see 7.1 and 7.4) both during their position and after the end of their term.

6.10 Ambassadors are obliged to preserve the items, inventory, and infrastructure in their use.

6.11 In case of early resignation of the SA's Ambassador, there must be objective circumstances (e.g. health condition, accident, participation in exchange programs, etc.). The Ambassador of SA must notify the Public Relations and Marketing Department in writing about the resignation.

Article 7. Rights of Student Academy Ambassadors

7.1 During their term, the SA Ambassadors have the right to access the information necessary to communicate with the students of TMA, such as name and surname, e-mail, and phone number.

7.2 They have the right to schedule meetings with the club heads as needed, give them assignments, and request semester reports from them.

7.3 SA Ambassadors have the right to use the on-campus room allocated for SA. Also, to hold relevant events, various infrastructure and resources available at TMA are available for use by SA members.

7.4 SA ambassadors have the right to use social channels and email accounts designated for SA.

7.9 SA ambassadors have the right to request material and non-material support from TMA's Public Relations and Marketing Department.

7.10 In cases of 8.4, SA ambassadors have the right to elect and appoint club heads based on a preliminary agreement.

7.11 SA ambassadors have the right to re-elect the head of a specific club if the head of the student club performs the duties assigned to him/her dishonestly/incompetently.

7.12 SA ambassadors will be given a certificate confirming their position as SA ambassadors after the end of their term, and their candidacy will be considered for participation in exchange programs, and priority will be given if the criteria specified in the program are met.

Article 8. Creation/cancellation of a student club

8.1 There are two ways to create a student club:

- a. A member of the SA addresses the SA Ambassadors with the initiative to create a club.
- b. The SA Ambassadors, considering the interests of the SA members, initiate the creation of a thematic club.

8.1.1 In both cases, a student club is created in coordination with the Public Relations and Marketing Department of TMA.

8.2 The head of the club can be any member of the SA.

8.2.1 The Ambassador of SA has the right to be the head of the club at the same time.

8.3 Only a student who has an active student status can be selected as the head of the club.

8.4 In the event of the resignation of the club head, a new club head will be elected based on the agreement of the ambassadors and the existing club members.

8.5 To create a club, it is necessary to fill out the appropriate form (see Annex #2), which must indicate the goals of the club, the head, and at least 4 other members as future members of this club.

8.6 It is not allowed to create a new club that already has a similar thematic club.

8.10 It is not allowed for the same student to head more than 2 clubs at the same time.

8.11 Failure to comply with 9.2 may be the basis for the cancellation of a student club.

8.12 In case of failure to comply with 9.2, after the end of the semester, the club head will be notified by Email from the SA ambassadors about the cancellation of the club, after which the club will be removed from the TMA website.

8.13 It is not allowed to re-create a canceled club on the initiative of the same club head.

Article 9. Functions of the student club and rights and duties of the club head

9.1 Rights of the club heads:

- A. Organizing events that are in line with the missions and policies of TMA.
 - B. Use of TMA resources in the process of organizing the event.
 - C. Communication with partner organizations, considering the interests of the club.
- 9.2 Duties of club heads:

- A. Ensuring student involvement to increase interest in a specific issue.
- B. Assisting students in writing projects/project proposals related to the club's topic.
- C. Maintaining a database of student club members.
- D. Taking responsibility for the behavior of student club members at events held on behalf of the student club or the University.

E. Responsible for organizing events at which all students who wish to participate/attend will have the opportunity to participate.

F. Obligated to submit semester reports on the functioning of the club to the SA Ambassadors.

G. Accountable to the SA Ambassadors

9. 3 Student clubs must hold at least 2 events during the semester.

9.3.1 Club heads are notified of this by the SA Ambassadors upon the creation of the club and at the beginning of each semester.

Article 10. Sanctions, disqualification and disqualification procedure

10.1 The reason for the disqualification of a SA Ambassador or club head may be:

A. Conduct inconsistent with the TMA Code of Ethics and Professional Conduct.

B. Failure to fulfill or dishonestly fulfill the duties specified in the regulations.

10.1.1 The grounds for disqualification of a SA Ambassador are identified by the Public Relations and Marketing Department of TMA based on the SA By-laws.

10.1.2 In the event of grounds for disqualification, the student will be notified of the decision in writing-electronically, 10 calendar days in advance.

10.2 In the event of allegations against SA Ambassadors, SA Club Heads, or Members, TMA's Professional Conduct Committee will review the application.

10.3. The Ambassador may be given a written and/or oral warning by TMA's Public Relations and Marketing Department if he/she fails to fulfill the rights and obligations assigned to him/her by this document.

10.4. In the event of a serious disciplinary misconduct that violates the TMA's Code of Conduct and/or poses a threat to the interests of the SA or TMA, disciplinary proceedings may be initiated.

10.5. A student may appeal a sanction issued because of a serious disciplinary violation in accordance with the rules established by TMA's Code of Conduct.

10.6. The final decision is made by the TMA Professional Conduct Committee.

10.7. In case of early resignation of the SA's Ambassador, there must be objective circumstances (e.g. health condition, accident, participation in exchange programs, etc.). The Ambassador of SA must notify the Public Relations and Marketing Department in writing about the resignation.

Annex #1

Student Academy Election Procedures and Criteria

- 1.1 Elections for the SA shall be held once a year. Accordingly, the Ambassadors of the SA shall hold their positions for a term of 1 year. It is not permissible for the same student to be elected to the same position for a consecutive term of 2 years.
- 1.2. Any member of the SA may nominate himself/herself for the position of Ambassador of the Student Academy.
- 1.3. The candidate registration period covers 7 calendar days. Registration is conducted electronically.
- 1.4. Candidates have a 5-day election campaign period, during which they will have the opportunity to present their action plan, motivation letter, and provide students with information in the form of photos and videos about their biography, volunteer, social, and scientific activities. The above information will be published on TMA's website in the elections section.
- 1.5. After the 5-day election campaign ends, an election day will be announced, where the elections will be held electronically, and each member of the SA will have the opportunity to vote for their preferred candidate.
- 1.6. The elections will be organized by the Public Relations and Marketing Department of TMA.
- 1.7. The election results will be announced by TMA's Public Relations and Marketing Department through all communication platforms available.
- 1.8 If desired, any registered candidate participating in the elections will have the opportunity to view the election results.
- 1.9. The results of the elections will only be considered valid if at least 10% of the total number of TMA's students with active status participate in them.
- 1.10 A candidate participating in the elections will be considered the winner if he/she receive the majority of votes of the students participating in the elections. If the candidates have an equal number of votes, a second round will be scheduled on the next working day between the candidates with equal votes.

Annex #2

სტუდენტური კლუბის რეგისტრაციის ფორმა /Student Club Registration Form

კლუბის სახელი /Club name	
კლუბის ხელმძღვანელი / Club Head	
კლუბში გაწევრიანების მსურველები (მინ.4 სტუდენტი) / Students willing to join the club (min. 4)	

ინფორმაცია კლუბის შესახებ / Information About Club

კლუბის მიზნები / Club Goals
სავარაუდო აქტივობები რომელთა განხორციელებასაც კლუბის ფარგლებში მოიაზრებთ / Probable activities that you may carry out within the club

სა-ს დებულების 8.12 პუნქტის თანახმად, სავალდებულოა, რომ კლუბმა სემესტრში მინიმუმ 2 აქტივობა ჩაატაროს, წინააღმდეგ შემთხვევაში კლუბი ექვემდებარება გაუქმებას / According to paragraph 8.12 of the SA By-Laws, the club must conduct at least 2 activities per semester, otherwise the club is subject to cancellation
ვეთანხმები / I accept the term <input type="checkbox"/>

Annex #3

სტუდენტური აკადემიის სემესტრული ანგარიში / Student Academy Semestrial Report

ამბასადორები/Ambassadors: _____

თარიღი/Date: _____

კლუბის სახელი / Club Name	წევრების რაოდენობა (ქართველი) / Number of members (Georgian)	წევრების რაოდენობა (საერთაშორისო) / Number of members (International)	კლუბის მიერ სემესტრში განხორციელებული აქტივობები (გთხოვთ ასევე მიუთითოთ თუ აქტივობები საერთოდ არ განხორციელებულა) / Activities carried out by the club during the semester. (Indicate if no activities were carried out.)