

**Petre Shotadze Tbilisi Medical Academy  
Student Academy**

**Regulations and By-Laws**

Regulations - the fundamental principles of an union which determine the responsibilities and the rights of its officers and members.

By-laws – the detailed procedures and working guidelines of the union which govern the day-to-day operations of the union and accompany the regulations.

**Regulations Article 1: Name of the Union**

1.1. The official name of the union is the Students' Academy of Petre Shotadze Tbilisi Medical Academy.

1.2. The official acronyms of Students' Academy of Tbilisi Medical Academy are "SA" and "SA-TMA".

**Article 2: Basic Principles**

2.1. The SA is the representative self-governance structure of students enrolled at TMA, regardless of the length of their program. Students enrolled in both the Georgian and International programs are members of the SA.

2.2. The Students' Academy is a voluntary student union which is considered as a self-governing entity. 2.3. The SA will be non-commercial, secular, and non-partisan.

2.4. The students elect office holders of the SA once in two years.

**Article 3: Objectives of the Students Academy**

3.1. To promote the education of the students of Tbilisi Medical Academy.

3.2. To represent the interests of Students' Academy members and act as a channel of communication between the Students' Academy and other institutional bodies.

3.3. To promote and protect the welfare of all students of Tbilisi Medical Academy.

3.4. To promote students' societies, clubs, as well as sports, social and cultural activities within the University.

3.5. To ensure amenities and services for students, other members of the University community, and the public.

3.6. To promote professional attitudes and ethical behavior among the SA members.

3.7. These objectives shall be practiced without discrimination on the grounds of age, gender, race, religion, creed, sexual orientation, disability or medical condition. Furthermore, appropriate measures should be taken to promote equal opportunities and rights among students.

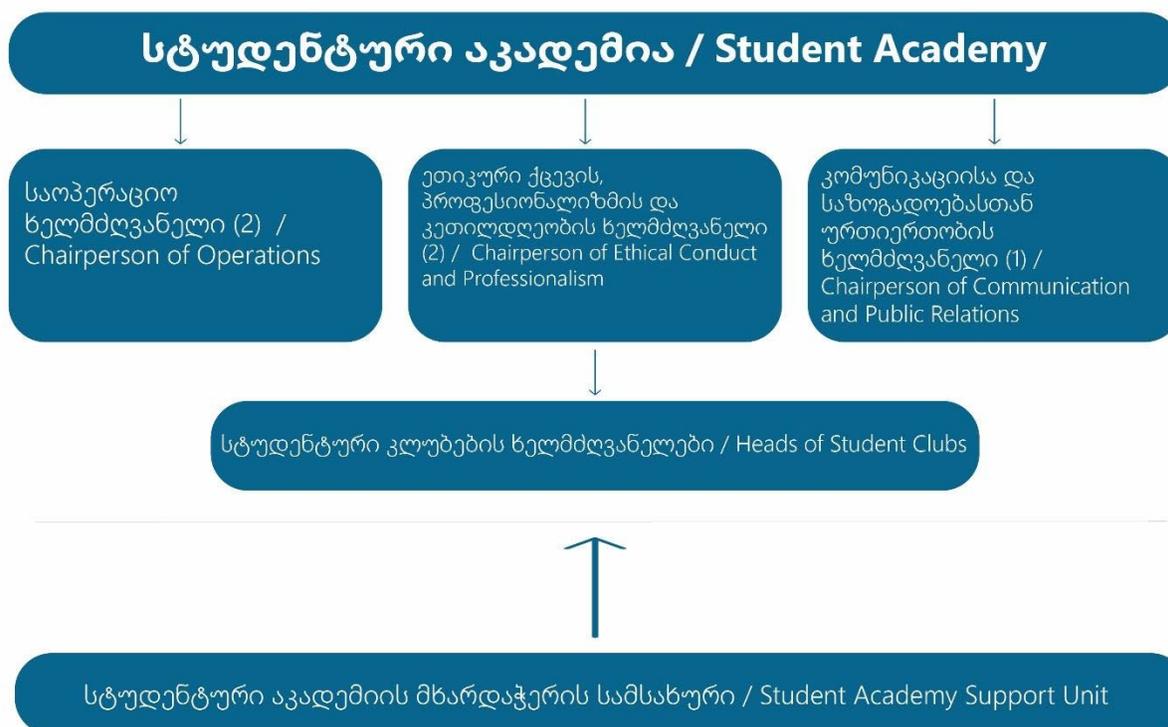
#### Article 4: Membership

4.1. All enrolled students of Tbilisi Medical Academy are members of the Students' Academy by default unless they opt-out. For opting-out the student must inform the SA's executive body in a written form. In case of re-enrollment in SA, written form must be applied for communication with SA's executive body. 4.2. Members of Tbilisi Medical Academy's Institutional Culture Development Department may act as Associate Members of the Students' Academy under the umbrella of "SA support unit" without actively influencing the autonomy of the SA.

4.3. The consequences of opting-out from membership of the SA are: a. non-members are not permitted to vote in any election regarding the SA's procedures.

b. non-members are not permitted to stand in any elections for leading positions. c. non-members are not permitted to hold a leading position in any club.

#### Article 5: Structure



## Article 6: The Executive Body

6.1. The Executive Body of the Students' Academy consists of:

- a. Chairpersons of Ethical Conduct and Professionalism (one from Georgian program, one from English program)
- b. Chairpersons of Operations (one from Georgian program, one from English program)
- c. Chairperson of Communication and Public Relations. (one person who will be required to speak both languages- Georgian and English)

6.2. The Executive Body of the Student Academy makes key decisions on SA policy, strategy and management through voting.

6.3. Non-pivotal decisions that do not affect the overall policy, strategy and financial interest of the Students' Academy can be made by the chairpersons and heads of clubs independently.

6.4. The Chairpersons can vote by majority to conduct a referendum among members of the SA regarding specific disputable issues.

6.5. The Chairperson of Communication and Public Relations shall choose 2 members of the SA to be in their team and assist with carrying out his/her duties.

6.6. The Student Academy Support Unit serves as an advising body without the right of voting or decision making.

## Article 7: Duties of Chairpersons of the Executive Body

7.1. The duties of the Executive Body shall be to:

- a. Convene all executive meetings and regular SA membership meetings.
  - b. Coordinate all thematic meetings and consultative processes, related to the work of SA.
  - c. Take pivotal decisions regarding the policy and plans of the SA.
  - d. Write an overall report regarding the SA activities at the end of each academic semester.
- 7.2. The specific duties of the Chairpersons of Operations shall be to:

- a. Be responsible for overseeing the logistical, financial, and operational aspects of the events/meetings/projects put forth by the Heads of Clubs.

b. Be responsible for identifying the needs and interests of SA members and planning, organizing and conducting elections for the position(s) of the Head(s) of the thematic clubs.

c. Be actively involved in finding out about international conferences, trainings, webinars, clinical rotations, virtual mobility and exchange programs for the students by working closely with the International Department of Tbilisi Medical Academy.

d. Write and present an overall report regarding SA activities at the end of each academic semester, within the scope of their duties and responsibilities.

e. Be flexible and comfortable when working in a multicultural environment.

### 7.3. The duties of the Chairpersons of Ethical Conduct and Professionalism:

a. Raise awareness about TMA's Ethical Code of Conduct, and be responsible for planning, organizing meetings/workshops/training related to professional behavior and ethics (plagiarism, bullying, etc.).

b. Be responsible for organization of the activities that support the physical and mental well-being of members by working closely with the TMA's Counseling Department.

c. Write and present an overall report regarding the activities of the SA at the end of each academic semester, within the scope of their duties and responsibilities

d. Be flexible and comfortable when working in a multicultural environment. 7.4. The duties of the Chairperson of Communication / PR shall be to:

a. Have good knowledge of both Georgian and English languages, and have a good understanding of professional communication.

b. Be responsible for communication with the members of SA and dissemination of the information.

c. Be responsible for the activities enhancing publicity of the SA.

d. Engage the members of SA through various means to collect information, opinions and ideas.

e. Write and present an overall report regarding the activities of SA at the end of each academic semester, within the scope of their duties and responsibilities.

### Article 8: Rights and Responsibilities

8.1. All members are entitled to use the amenities and services of the Student Academy and have easy access to the Students' Academy Office.

8.2. The Executive Body shall preside over all meetings of the Students' Academy. They shall act as the spokespersons for the SA and in consultation with the Student Academy Support Unit, shall present to the TMA and external organizations the opinion of the SA.

8.3. The Executive Body shall delegate the management of the Students' Academy to the heads of clubs and their teams.

8.4. The Executive Body, and heads of the clubs are responsible for creating and implementing Student Academy policy, strategic vision and action/implementation plans for the respective Academic Year.

8.5. All members of the Executive Body and members of the Students' Academy must familiarize themselves with, and firmly adhere to the Code of Conduct of Tbilisi Medical Academy.

#### Article 9: Responsibilities of Thematic Clubs

9.1 The core thematic clubs will be built in line with the CSR priorities identified by TMA's students and staff in TMA's Strategic Plan 2021-2028, and will be following:

- a) Environmental/Planetary Health;
- b) Children and adults living with disabilities;
- c) Health Education for the general population.

9.2 Planning and organizing various activities related to the theme of the club. Besides core thematic clubs, students can form other clubs according to their interests (e.i. Art Club, Planetary Health Club, etc.)

9.3 The duties of the Heads of Clubs:

- a. Engaging students to increase their interest in that theme.
- b. Assist students in writing projects related to the theme of the club.
- c. Keep a database of the student members of the club. d. Be flexible and comfortable when working in a multicultural environment.

9.4. Student Clubs have the responsibility to ensure that all programs and activities of the club(s) comply with TMA applicable policies, procedures, rules, and regulations.

9.5. A Student Club shall be responsible for its members' behavior at any event held on behalf of the Student Club or Students' Academy, when they act as members of the Student Club rather than as individual students.

9.6. Student Clubs have the responsibility to ensure that all students within TMA are able to participate in, and/or benefit from all activities initiated by the Student Club or Students' Academy.

9.7. Student Clubs must carry out one community service project, per year. 9.8. Student Clubs must agree that the freedom of expression will be ensured in a peaceful, non-violent manner, with appropriate consideration of differing points of view.

#### Article 10: Procedure for Heads of the Clubs

10.1. Each club can be formed in two ways: a. SA member approaches the Students' Academy, and requests the forming of a club related to a specific theme/activity, through filling a club request form. At least 4 other students (SA members) should co-sign the club request form, as future members of the club. b. An open call for the specific thematic club, made by the Executive Body of the Students' Academy to all members of SA, which will be followed by a voting procedure.

10.2. Each club and the Head of the Club, will have the term of 2 year.

10.3 The head of the club is elected by the executive body and club members by majority vote. The head of the club can work in the position of the head for only 2 years and can be re-elected only once. In the month of premature resignation of the head of the club, the re-election of the head is done in the same way.

10.4. A head of one Club can be nominated to chair another club after finishing her/his term.

10.5. Heads of Clubs must keep a database of all members of their Club.

#### Article 11: Sanctions

11.1. In case of allegations against the SA or its members, the allegations will be referred to TMA's Administrative Committee.

11.2 Chairpersons of Ethical Conduct, Professionalism and Well-being will be responsible for the implementation of the sanctions made by the Administrative Committee.

11.3. Possible sanctions include (but are not limited to) written warning and/or the dismissal from the position.

11.4. In case of serious misconduct that violates the code of conduct of Tbilisi Medical Academy and/or puts SA's or the TMA's interests at risk, administrative proceedings might be initiated.

11.5. An individual may appeal her/his sanction by submitting an appeal request to the Student Academy Support Unit (Department of Institutional Culture Development) within 10 calendar days of her/his notification of the sanction.

11.6. An appeal may be requested only on the basis of one of the three following claims:  
a. That there was a procedural error. b. That there is significant new evidence which was previously not available. c. That the sanction imposed was unreasonably harsh.

11.7. If an appeal hearing is granted, based upon one of the reasons in (11.6.), at least 2 members of the Student Academy Support Unit and/or TMA's Administration, and the Legal Department of TMA, must be present during the appeal hearing to make a decision.

11.8 The final decision will be made by the Appeals Committee of TMA.

11.9. The conclusion of the Appeals Committee shall be either to change, cancel, or keep the decision of the Administrative Committee.

#### Article 12: SA Executive Body Elections Procedures

12.1.SA Executive Body elections must be held . once every two years. Executive Body members will hold their position for the term of two year.The same student cannot be elected for the same position in the SA Executive Body for 2 consecutive years, though the student can be nominated and elected for another position of the SA leadership.

12.2. Any member of the SA can nominate themselves to be a candidate for each position through online registration, during the elections.

12.3. The registration period will be announced for a minimum of 1 week and maximum of 2 weeks. 12.4. The candidates will have a 3 week campaign period when they can publish their action plans, motivation letters, and post information with photo(s) and video(s) about their biographies, previous voluntary, social and scientific activities. The information will be posted on a website.

12.5. The Elections should be conducted through an online platform, and each SA member will be able to give her/his vote(s) to the preferred candidate(s). 12.6. The Elections shall be organized by the Department of Institutional Culture Development, and the Dean's Office of the TMA.

12.7. The results of the elections shall be announced through all means of communication.

12.8 In case of resignation or disqualification of any of the members of an SA's Executive Body, new elections will be held based on the same principles.

12.8. In case of resignation or disqualification of any member of the executive body, new candidate/candidates for the leadership position will be selected by voting among the candidate/s nominated by the executive body of SA. Nominated candidates must meet the requirements of the relevant position of the executive body. The head of the Institutional Culture Development Department gives the final confirmation on the selection of a new candidate.

12.9. The resignation of any member of the executive body must be justified in writing. In case of premature resignation, there must be an objective circumstance (eg: health condition, accident, participation in exchange programs, etc.).

12.10. Election results will be considered valid only if a minimum 10% of TMA students have participated in it.