

*Approved by Academic Council  
Resolution #2 of 24.02.2025.*

## Rules and conditions for affiliation of academic staff

Tbilisi  
2025

### Article 1. General Provisions

This rule defines the rules and conditions for the affiliation of academic staff to Alterbridge University.

### Article 2. Affiliated academic staff

1. Any person who holds one of the academic positions at the university as defined by the Law of Georgia **on Higher Education** may be affiliated with the University. A subject of affiliation is regulated by a contract between the University and a person holding an academic position / formed as a bilateral agreement, which becomes an integral part of the contract.

2. Utilizing an affiliation agreement, the affiliated entity determines its affiliation only with the university and will participate in the process of community development and knowledge sharing on its behalf and at the University:

- a) Carries out basic educational, research/scientific activities, and the results of its research will be considered the property of the University;
- b) Is actively involved in decision-making processes concerning educational, research, and other critical issues of the University;
- c) Will actively provide students with consultation in academic/scientific guidance processes;
- d) Plan thematic conferences and ensure student involvement.

3. The job description, working hours, workload scheme, remuneration, rights / responsibilities, and other organizational issues of the affiliated person are regulated according to the employment contract concluded with the affiliated person.

4. According to the rules established by the Law of Georgia **on Higher Education** and the internal regulatory acts of the University, a person wishing to affiliate will occupy an academic position through contest.

The University is authorized to specify affiliation with the higher education institution as a special condition immediately after announcing the contest.

5. An employment contract with an affiliated person is concluded for the duration of the academic position held. The procedure and grounds for an employment contract termination are determined by the employment contract.
6. The affiliated person is obliged to provide the University with information about his/her academic workload at other higher education institutions before the start of each semester.
7. The affiliated person is entitled to unilaterally terminate the affiliation agreement with at least 3 (three) months prior notice.

### **Article 3. The University is entitled**

To encourage scientific/research work carried out by affiliated individuals, the University is authorized to implement the following measures:

- a) Fully or partially finance a textbook, article, translation, lecture collection, etc. prepared by an affiliated person for publication on behalf of the University;
- b) Fully or partially finance the participation of an affiliated person in international conferences on behalf of the University (participation implies the presentation of a relevant scientific topic on behalf of the University).

