

"Approved"
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**Petre Shotadze Tbilisi Medical Academy
Study Process Governing Procedure**

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Chapter I General Provisions

Article 1. Scope of Regulation

This Procedure aims at defining the common procedure for acquisition of the status of a student of Petre Shotadze Tbilisi Medical Academy (hereinafter the "TMA"), suspension and termination of the status, evaluation of student's academic performance, rights and obligations of a student and other issues related to study process on the basis of the Law of Georgia on Higher Education, Order N10/N of the Minister of Education and Science of Georgia, dated 4 February, 2010, Order N3 of the Minister of Education and Science of Georgia, dated 5 January, 2007 and Order N224/N of the Minister of Education and Science of Georgia, dated 29 December, 2011 (as amended).

Chapter II Acquisition of TMA Student Status

Article 2. Acquisition of TMA Student Status

- 2.1 Grounds for acquisition of the status of a student of the School of Medicine of Petre Shotadze Tbilisi Medical Academy for Georgian citizens with complete general education are the results of the Unified National Examinations, except for cases, prescribed by law;
- 2.2 A person eligible for enrollment at the TMA gets registered within timelines, set by the TMA. Upon registration a person eligible for enrollment submits the documents, prescribed by the TMA (notarized copy of the document certifying complete general education, copy of the ID Card, 4 photos 3X4 (electronic version), military certificate or a document, certifying military registration (for boys), receipt certifying the payment of tuition fee). After the expiry of the registration period, the Rector issues a legal act commensurate with the Order of the Minister of Education and Science of Georgia (on Approval of the Document on Ranking by Coefficients) on student enrollment for relevant educational programme. If a person entered into Ranking document fails to get listed in the legal act of the Rector due to non-application to the TMA within established timelines, he/she is entitled to apply to the Rector and request enrollment until June of the next year after the issuance of the unified legal act by the Rector. In this case the Rector is required to satisfy the request of the person concerned and issue a legal act to ensure the admission of the person concerned to study process and attainment of learning outcomes in accordance with the established procedure.
- 2.3 An agreement is entered with the student admitted to the TMA, and in the case of admission of an under-aged student - with his/her legal representative.
- 2.4 Students admitted to the first course of the Georgian-taught educational programme - Medicine are divided into groups, in accordance to their English language proficiency, considering their results of English language examination, conducted at the TMA Examination Centre. Students, who have passed some other foreign language instead of English during national examinations, will be placed to lower-ranking groups, in accordance to their knowledge of the English language. Dissemination of students among groups considers results of English language test with 75% result and higher.

Article 3. Admission of Foreign National and Georgian Nationals Living Abroad to the TMA

- 3.1 Foreign nationals and Georgian national living abroad are admitted without taking the Unified National Examinations, after granting the right to study by the Ministry of Education and Science of Georgia, within timelines defined in accordance with the procedure, prescribes by law;
- 3.2 The following persons can be admitted to studies without Unified National Examinations:
 - a) Foreign nationals and stateless person, who received complete general or equivalent education abroad;
 - b) Georgian nationals, who received complete general or equivalent education abroad and studied abroad for the last two years of complete general education;

- c) Foreign nationals (except for students participating in joint higher education programmes and exchange educational programmes), who studied/study and have acquired credits/qualification abroad at higher education institutions, recognized according to the laws of the country concerned;
 - d) Georgian nationals (except for students participating in joint higher education programmes and exchange educational programmes), who stay/stayed for at least 75 days (for one semester), studied/study and have acquired credits/qualification abroad at higher education institutions, recognized according to the laws of the country concerned;
- 3.3 The precondition for enrollment at the TMA is presence of available vacant position within the scope of maximal student number and written consent of the Rector, additionally, enrollment for the English-taught educational programme - Medicine requires fulfillment of above mentioned criteria and proven B2 level English proficiency, (Common European Framework of Reference for Languages) demonstrated in frames of interview, required by the Decree N90/n of June 11, 2018 of the Ministry of Education and Science of Georgia.
- 3.4 After the submission of the document certifying the recognition of foreign education, issued by the LEPL National Educational Quality Enhancement Centre, granting the right to study by an order of the Minister of Education and Science of Georgia and the documents, prescribed by the TMA (copy of the original passport, notarized translation of the Passport into Georgian language, 2 photos 3X4 (electronic version), the receipt certifying the payment of tuition fee) the Rector issues an order on enrollment of the student for respective educational programme.

Article 4. Admission to TMA through Student Mobility Procedure

- 4.1 Students are admitted to the TMA through student mobility procedure in accordance with Order N10/N of the Minister of Education and Science of Georgia (On Approval of the Procedure of Movement between Higher Education Institutions and Fees), dated 4 February, 2010;
- 4.2 Eligible for admission to the TMA through student mobility procedure can be:
- 4.2.1 A person who was admitted to a higher education institution (HEI) in accordance with the procedure, prescribed by law and is a student of the institution for the moment of registration on the electronic portal as an applicant for mobility;
 - 4.2.2 A person, whose student status is suspended for the moment of registration on the electronic portal;
 - 4.2.3 A person, who has successfully taken the Unified National Examinations and is not able to apply to the institution, mentioned in the Ranking Paper, approved by the Minister of Education and Science of Georgia because the institution was wound up without nomination of a legal successor, the institution was deprived of authorization or the educational programme seized to be implemented;
 - 4.2.4 Persons whose student status was terminated, within a period of 12 months following the termination of the status;
- 4.3 A student acquires the right to mobility after one year of studying on the respective cycle of education. Study period does not include the period of time, when the student status of the person was suspended. If the institution was wound up without nomination of a legal successor, the institution was deprived of authorization or the educational programme of the institution seized to be implemented a student acquires the right to mobility irrespective of the period of study.
- 4.4 Student mobility within one cycle of higher education may be undertaken twice a year, within timelines, set by the LEPL National Educational Quality Enhancement Centre, for vacancies registered by the TMA on the electronic portal of the LEPL National Educational Quality Enhancement Centre;
- 4.5 TMA allocates vacancies for student mobility on the basis of Rector's order, registers them on the electronic portal of the LEPL National Educational Quality Enhancement Centre and publishes a notice about mobility on the TMA webpage;
- 4.6 A student acquires the status of an applicant for mobility through registration on the electronic portal of the LEPL National Educational Quality Enhancement Centre;

- 4.7 After the acquisition of the right to enroll for the educational programme from the LEPL National Educational Quality Enhancement Centre, an applicant for mobility is required to apply to the TMA within established timelines and submit the following documents:
- 4.7.1 An application in the name of the Rector;
 - 4.7.2 Copy of the ID Card;
 - 4.7.3 Complete excerpt from student's academic card;
 - 4.7.4 Unified National Examinations' Certificate (for students who took the National Examinations in 2005-2010)
 - 4.7.5 A copy of the document certifying complete general education - a school leaving certificate or equalized thereto document;
 - 4.7.6 A copy of a conscript's certificate (for boys);
 - 4.7.7 2 photos 3X4 (electronic version);
 - 4.7.8 Excerpt from the Order on admission to the first course at the higher education institution;
 - 4.7.9 A copy/excerpt from all the orders issued with regard to student status;
- 4.8 A student is entered into draft order on the admission of students through mobility procedure only if the Dean of the School of Medicine and the Head of TMA Quality Assurance Department establish the compatibility of the learning outcomes attained thereby within the framework of the educational programme. On the basis of essential scrutiny it is possible to establish mutual compatibility of the educational programme taken by the student and that of the TMA despite the difference in their names. It is also possible to recognize learning courses/credits not envisaged by the TMA educational programme. An applicant for mobility gives written consent to the number of recognized credits.
- 4.9 Based on motivated decision and consent of the applicant for student mobility the TMA drafts an individual legal act - order on admission of students through mobility procedure and submits it to the LEPL National Educational Quality Enhancement Centre within timelines, set by the latter.
- 4.10 The Rector issues an order on admission of a student through mobility procedure on the basis of approval of the draft order by the National Educational Quality Enhancement Centre. An applicant for student mobility provides his personal files only after the issuance of admission order.
- 4.11 Order of TMA Rector regarding student admission through mobility procedure is issued not later than 1st of October for fall semester and 1st of March for Spring semester. Student's mobility is reflected to the Registry within 2 working days following orders release. Within period of 3 days, the order is sent to the LEPL Education Management Information System.
- 4.12 An applicant for student mobility, who was registered on the electronic portal of the LEPL National Educational Quality Enhancement Centre and acquired the right to mobility, yet failed address TMA regarding prospective enrollment, loses the right to enroll for the programme concerned except for cases envisaged by Acting legislation.
- 4.13 A student is allowed to benefit from internal mobility within TMA from the first semester of the first year. Call for internal mobility is opened twice per academic year in accordance to the timelines, set by the Rector. Recognition of credits are carried out under same procedures, which are used for recognition of external mobility credits, considering present legislative changes.

Chapter III Suspension, Restitution, Termination of Student Status

Article 5. Suspension and Restitution of Student Status:

- 5.1 The grounds for suspension of student status are as follows:
- a) Personal application (without stating a reason);
 - b) Deterioration of health status;

- c) Pregnancy, childbirth, childcare;
 - d) Studying abroad at a higher education institution, except for studying within the framework of an exchange educational programme;
 - e) failure to appear at TMA during first 4 weeks from commencement of studies. In case of documented objective reasons for non-appearance, decision for students' permission to educational process due to plausible reasons is taken by the Appeal Committee;
 - f) Rude and unethical attitude, violence against TMA student(s), academic/invited teaching staff members, administrative and supporting staff or violation of other rule(s) determined by the Code of Conduct. Decision regarding suspension of student status is taken by the Administrative Committee, which is established at TMA.
 - g) Financial debt - non-payment of tuition fee within established timelines;
- 5.2 The grounds for termination of student status is the expire of a 5-year period after the suspension of student status, except for cases, prescribed by law, or other grounds envisaged by Article 7 of this Procedure, that is related to the impossibility of attaining the learning outcomes envisaged by the educational programme(s) programmes of the institution or commitment of an act, incompatible with student status. The legal consequences envisaged by an act on termination of student status occur in twelve months after the issuance of the order. During this period the student status is regarded as suspended and the student is entitled to enjoy only the right to student mobility except for the case, when the ground for termination of student status is incompatible with the Charter of the recipient institution;
- 5.3 Student status can be restituted in excess to total number of students. In this case the number of students admitted in excess to total number of students will be deducted from the number of student intake, planned for the next academic year.
- 5.4 Suspended student status can be restituted on the ground of student's application within a reasonable period, necessary for the attainment of learning outcomes.
- 5.5 In the case of restitution of suspended student status the admissible stage (study year, semester) for continuation of studies will be determined on the basis of recognition of the educational programme, already mastered.

Article 6. Restitution of an Expelled/Stricken-off Student

- 6.1 A student expelled/stricken-off before the issuance of the Order N10/N of the Minister of Education and Science of Georgia is regarded as a person with suspended student status for a period of 10 years following the issuance of an order on expelling/striking-off and during this period he/she is entitled to apply to the TMA and request the restitution of student status or enjoy the right to student mobility, unless the grounds for expelling/striking-off is one of the grounds envisaged by this Procedure for termination of student status.
- 6.2 In the case of restitution of an expelled/stricken-off student the compatibility of the educational programme taken thereby with the current one is established on the basis of the opinion on the compatibility of educational programmes.

Article 7. Termination of Student Status

- 7.1 Grounds for termination of Student status are as follows:
- a) Transfer to another higher educational institution in frames of mobility;
 - b) Suspension of the student status exceeding duration of 5 years;
 - c) Personal statement;
 - d) Failure to obtain credit in frames of one and the same study course for three consecutive repetitions (including intensive course);
 - e) Rude and unethical attitude, violence against TMA student(s), academic/invited teaching staff members, administrative and supporting staff or violation of other regulations, determined by Code of Conduct; Decision regarding termination of student status is taken by the Administrative Committee, established at TMA.

- f) Students' death.
- 7.2 The legal consequences, envisaged by an act on termination of student status arise within twelve months following TMA Rector's order's release. During this period student status is regarded as suspended and the student is entitled to move to the other higher educational institution through student mobility procedure.
- 7.3 In case of termination, student status can be obtained again in accordance to the procedures, determined by the Acting legislation.

Chapter IV Accumulation of Credits and Assessment of Student's Performance

Article 8. Credit Valuation of an Educational Programme

- 8.1 Student's learning activities are assessed by credits - a unit, which reflects the workload to be accomplished by a student to master a subject, expresses in time unit - hour; the credits are distributed among learning courses/components comprising an educational programme and are based on actual assessment of a student with average academic progress, which is necessary for the attainment of learning outcomes, ser for each component.
- 8.2 A credit cannot be calculated according to hours spend by a student with teachers and professors in learning environment (contact hours). Respectively, in TMA student's workload includes both attendance of and activity at lectures, group classes (practical training, laboratory works, seminars, curation) and development of clinical skills and sitting for-passing of examinations, independent work, etc.
- 8.3 At TMA one credit is equal to 30 astronomic hours; student's workload within one academic year amounts to 60 credits (1800 astronomic hours) and respectively 30 credits per semester. In certain cases (for students enrolled through mobility, restitution procedures or students with individual schedules, etc.) it is possible for student's annual workload to amount to 75 credit a year.
- 8.4 Learning courses at the TMA are one-semester courses.
- 8.5 Current TMA educational programmes: One-step Educational Programmes: – Medicine (taught language Georgian) and Medicine (taught language English) consist of 360 ECTS credit each. During academic year, students are allowed to accumulate 75 credits at most.
- 8.6 TMA offers students range of elective study courses, which are determined by the educational programme. One week prior termination of ongoing semester, student is empowered to choose upon desire one of elective subjects, available for successive semester, without any limitations. Selection of elective study course is carried out by the student, using electronic system, in accordance to relevant regulations, determined by TMA. After selection, particular student is registered to the course of choice.

Article 9. Recognition of Education Acquired during the study period

- 9.1 The education, acquired the study at a foreign higher education institution is recognized by the LEPL National Educational Quality Enhancement Centre.
- 9.2 The credits accumulated by students admitted to the TMA in Georgian and foreign HEIs (compatibility of educational programmes) are recognized on the basis of joint opinion of the Dean of the School of Medicine and the Head of the Quality Assurance Department (Opinion on the Compatibility of Educational Programmes), in accordance with Paragraph 4.8 of this Document.
- 9.3 Recognition of obtained credits (or assessments) is permitted at TMA. Volume of recognized credits (assessments) is determined by the relevant authorities of TMA.
- 9.4 In case the learning courses are not granted credits in the academic transcript, presented by a student the credits will be awarded there according to the following procedure: a learning course, the contact hours of which coincide with or are nearly the same as the contact hours of the learning courses, that comprise the current educational programme, are automatically granted the same credit. If credit hours are different, the

hours of independent work (which at the TMA conditionally amount to 1,5-2 h) are added to contact hours of each learning course and the sum is divided by 30 (i.e. 1 credit-hour) and is rounded up to integer.

9.5 Conversion of 5-grade assessment system into 100-grade system:

5	Five	95 grades
4	Four	85 grades
3	Three	70grades

9.6 In the case of assessment of student knowledge with Latin letters (A, B, C, D, E, A+, A, A- etc.) the above system should be converted in the following manner

A +	Excellent	100
A	Excellent	95
A -	Excellent	91
B +	Very good	90
B	Very good	85
B -	Very good	81
C +	Good	80
C	Good	75
C -	Good	71
D +	Sufficient	70
D	Sufficient	65
D -	Sufficient	61
E +	Satisfactory	60
E	Satisfactory	55
E -	Satisfactory	51

9.7 In case the so-called "differentiated pass" is used for knowledge assessment purposes, a student is granted a conditional grade: simple average of the grades, received by a student is all the disciplines, rounded up to integer.

9.8 This Procedure applies to all the students expelled from the TMA and restituted, admitted to the TMA through mobility procedure, participants of the exchange programmes, also applies in the case of recognition of education obtained on the occupied territories and abroad.

9.9 The obligations and procedure related to the recognition of credits of students, participating in TMA exchange programmes are additionally reflected in the agreement entered between the TMA and student and between the TMA and partner Universities.

Article 10. Accumulation of Credits and Assessment of Students' Progress

10.1 An ECTS credit is awarded to a student after the accomplishment of study course, with due consideration of the sum of midterm and final assessments. Assessment of student knowledge is consists of multiple components and takes account of:

- ა) intermediate assessments;
- ბ) final exam assessment.

The sum of grades of these components makes maximum 100 grades. Their correlation is defined according to the following requirements:

- ✓ intermediate assessments – maximum 60 grades;
- ✓ final exam –maximum 40 grades.

- 10.2 Except for exceptional cases (which are specially provided for in the study course syllabus), the intermediate assessment during the basic education step consists of the following components:
- ა) midterm examination - maximum 20 grades;
 - ბ) current activity - maximum 35 grades;
 - გ) attendance component - maximum 5 grades
- 10.3 The first component of intermediate assessment - a midterm examination is held only once, in written form at the Examinations Centre (20 grades). A special week is allocated for midterm examination - 8th week of the semester. In the case of non-appearance for an excusable reason the student is given opportunity to the midterm examination during the 9th semester of the semester. In the case of non-appearance for an excusable reason a decision is made by the Dean on a case-by-case basis. Midterm examination test consists of 20 or 40 (MCQ) questions; respectively each of them scores 1,0 or 0,5 points (for detailed information about the examination system see The Regulations of the Examinations Centre).
- 10.4 The second component of intermediate assessment - current activity totals 35 grades. Accounting for specific features of the subject the grades within this component are distributed by the teacher within the scope of his/her academic freedom and this process is described in details in the learning course syllabus. Intermediate assessments may be held either in written (open-end questions, MCQ test) or oral form, at the sole discretion of the teacher (is specified in the learning course syllabus). The teacher implementing the course is required to record at least 3 assessments before the midterm examinations and the next assessments - after the midterm examination.
- 10.5 Accounting for specific features of the subject the assessment of the learning course may include a presentation - maximum points: 5. Criteria for assessment of a presentation are as follows:

Criteria	Points
Essential value of the work done	1
Topic presentation skill	1
Ability to answer the questions	1
Visual presentation of work	1
Ability to abide by time limit	1

- 10.6 Written assignment, completed by the student in frames of study course, including essay, report etc. should be checked for plagiarism in accordance to the procedures, determined by the Code of Conduct.
- 10.7 Accounting for specific features of the subject the assessment of the learning course may include an essay - maximum points: 20, minimum points: 10 (in the case of "fail" the student is given recommendations and one week for the revision of the work and its presentation is a due format). Assessment criteria for an essay:

	Features	Max. 2 points
1	Unique and informative title	
2	Apparent and informative introduction	
3	Topic of the essay is specific and is presented clearly	
4	The author backs up his/her assumptions with logical and contextually correct arguments, which are based on valid and relevant sources (with reference to at least 1 source in references)	
5	The structure of the essay is observed and each component starts with a topic-related sentence	
6	Transition between structural parts of the essay is harmonious and continuous	

7	The topic of the essay is thoroughly studies and the author demonstrates deep knowledge	
8	Essay ends with a conclusion, which harmoniously sums up the work and presents the author's position	
9	The author correctly employed the citation resources (endnotes, footnotes), follows the citation style (Chicago 17, Harvard, etc.); The list of references is made correctly, following the established style	
10	Technical part of the work, including grammar and vocabulary are consistent with high academic standards, without mistakes.	

- 10.8 While assessing an essay the points are determined as follows:
 2 points: student's work thoroughly meets the requirements of the criteria or has a minimal flaw;
 1.5 points: student's work meets the requirements of the criteria, there are minor flaws, which are mainly of technical nature;
 1 point: there are minor essential flaws in student's work, the point is not posed or discussed clearly, there are technical and linguistic flaw;
 0.5 points: student's work is not adequately accomplished, with material factual and technical flaws, the essence of the problem is not clear and the judgment is weak.
- 10.9 The third, attendance component of the assessment is scored 5 points. A student gets 5 points when he/she attends 80% of classes. If attendance rate is less than 80%, this component is evaluated by 0 point.
- 10.10 Except for exceptional cases (which are provided for in the learning course concerned) the **intermediate assessment** for clinical training consists of three components:
 Intermediate activity - 30 points
 Midterm examination - 20 points
 Free component - 10 points.
 An exemption is short-term (10 days and less) curations, when instead of midterm examination, the teacher allocates respective 20 points to other assessment components with due consideration of the specificity of the learning course.
- 10.11 **Intermediate activity (30 points)** - the staff implementing the learning course personally allocated ratio of student knowledge assessment to various types of activities with due consideration of the specificity of the subject (questionings, clinical activities, maintenance of a diary/patient's medical report, demonstration of practical skills, etc.) and specifies in the syllabus of the respective subject. Specific clinical skills to be developed within the framework of clinical discipline, maximum amount of points allocated for them and assessments criteria are determined by the teacher himself/herself and are provided for in details in the syllabus. This concerns both courses at the development of clinical skills and any clinical learning course, where certain amount of points to be obtained are allocated for the assessment of cline skills.
- 10.12 **Free Component** - 10 points. Free component may consist of one or two sub-components. Each subcomponent is evaluated by 5 points at most. Free component is determined by the course instructor, in accordance to the specifics of the study course and is described in detail in within the syllabus. Free component may include: lecture/workshop attendance, presentation or other. Assessment criteria for free component should be clearly described within the syllabus.
- 10.13 **Midterm examination** is held in written form, using MCQ or open-end questions, at the Examinations Centre or locally, by the teacher, on the date, predetermined in advance (will be indicated in the syllabus), only one (20 points). In the case of non-appearance for excusable reasons, a student is granted an opportunity to re-sit the midterm examination during the next one week or some other reasonable period of time, which will be indicated in the syllabus based on the duration of curation. A decision is made by the Dean on a case-by-case

basis (for detailed information about the operation of the examination system see The Regulations of the Examinations Centre).

10.14 Final Examination - maximum 40 point.

10.14.1 A student is admitted to final examination only in the case of scoring, at least, 31 points of maximum 60.

10.14.2 A final examination is held at the Examinations Centre of clinic, where the learning course/curation is carried out. Based on the specificity of the learning course, the format of the examination is defined by subject teacher in agreement with the Dean and is described in the respective syllabus.

10.14.3 A final examination is regarded taken when a student scores at least 20 point of 40. In the case of a combined examinational a student is required to sit examination for both components. A examination is regarded taken if student overcomes 50% barrier in each component. In the case of failure in either of the components the student will sit an additional examination in the component concerned. In the case of failure to pass either of the components the combined examination is not regarded as taken (for detailed information about the operation of the examination system see The Regulations of the Examinations Centre).

10.15 A student is awarded ECTS credit points for a study course if he/she scores at least 51 points through adding up the points of midterm and final/additional grades.

10.16 Student is empowered to appeal results, obtained during any examination (more details are available in frames of "Exam Centre Regulations").

10.17 In frames of study course, student is awarded with an ECTS credit, in case if sum of assessments, obtained in frames of the study course makes up 51 points at least.

10.18 If a student fails to get ECTS credit points on the basis of grades of the learning course, he/she is entitled to take the course in frames of intensive course. Otherwise he/she will not be admitted to prerequisite learning source(s) the next semester.

10.19 The grading system allows for 5 types of positive (excellent, very good, good, satisfactory, sufficient) and two types negative (Insufficient, Failed) assessments.

10.20 The students are assessed according to ECTS grading scale system as follows:

Points	Grade
91-100	Excellent A
81-90	Very good, B
71-80	Good, C
61-70	Satisfactory, D
51-60	Sufficient, E
41-50	Insufficient, Fx (the student is given the right to the additional examination)
0-40	Failed, F (the student has to retake the learning course to get credits)

10.21 Student academic performance at TMA is defined by GPA (grade point average). The following are GPA grades corresponding grades earned by a student/graduate for each learning course:

Points	Grade	
91-100	A	4.0
81-90	B	3.0
71-80	C	2.0
61-70	D	1.0
51-60	E	0.5

0-50	F-FX	0
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- 10.22 While calculating GPA, the account is taken on all the grades earned at respective step of learning. The GPA is calculated as follows:
- ✓ The GPA rate for a grade earned for each learning course is multiplied by the number of credits points;
 - ✓ The sum of these products is divided by number of total credits earned.
- 10.23 The value rounded to one decimal point constitutes the GPA.
- 10.24 Graduate's GPA is indicated in diploma supplement.

Art 11. Intensive learning courses

- 11.1 After completion of educational process, student which took study courses, yet was unable to obtain corresponding credit in any of them, is permitted to repeat stated study course prior commencement of successive semester, in accordance to the regulation, determined by Paragraph 10.2.
- 11.2 Terms for commencement and termination of intensive study courses are determined by the Rector's order. The student is entitled to take amount of contact hours, determined for each particular study course.
- 11.3 Precondition for student's registration to an intensive study course is payment of corresponding fees, determined by the credit load of study course.
- 11.4 In frames of intensive course format, study courses can be taken within basic disciplines only. In extremely rare and exceptional cases, permission for taking clinical subjects in frames of intensive course may be granted by the Dean of the School of Medicine.
- 11.5 Within frames of intensive learning course format, student is enabled to take study courses under following conditions:
- Total credit load of taken study courses must not exceed 15 credits;
 - During semester, in case if student fails to accumulate corresponding credits within 2 or more prerequisite study courses, student is allowed to take 1 intensive course, in accordance to the priority status of educational course. Other study course(s) must be covered during successive semester(s), in accordance to the individual study plan and considering prerequisite principle.
- 11.6 Student, which even within frames of intensive study course fails to complete study course successfully, which in its' turn represents a prerequisite for any study course, considered within learning plan of successive semester, is given right to continue studies during next semester, however without right to attend and accumulate credits for study course, prerequisite of which was failed during previous semester and intensive study course.
- 11.7 In case, if study course is not a prerequisite to any upcoming study course, student is allowed to retake it either in frames of intensive course format or during successive semester or even within additional semester. In each of above described patterns, payment for additional studies should be conducted in accordance to the regulations of Art. 14, Paragraph. 2.
- 11.8 Intensive study course involves multicomponent assessment system: intermediate evaluation – 60 points, final exam – 40 points. Components of intermediate assessment are: midterm exam – 20 points, intermediate quizzes – 30 points total, attendance – 10 points.

Article 12. Individual Learning Plan

- 12.1 Following parties are eligible to benefit from individual study plans at TMA:
- 12.1.1 Students, enrolled through mobility;
 - 12.1.2 Students, who were unable to accumulate sufficient amount of credits due to insufficient academic performance;

- 12.1.3 Students, who had status recovered, in case of discrepancies between study plans;
- 12.1.4 Students, or student groups, upon individual or group statement, with reasonable argumentation;
- 12.2 In case of mobility students, individual study plan is set in accordance to the comparison of educational programmes, which considers principle of prerequisites. Comparison and corresponding conclusion are elaborated by the Dean of the School of Medicine and Head of Quality Assurance Department. (student consents to terms and conditions of individual study plan with a signature).
- 12.3 Individual learning plans must be elaborated and approved at least 1 working week prior commencement of semester. During exceptional cases, deadlines for alterations within individual learning plan supplement, can be determined by 2 working weeks after commencement of semester.
- 12.4 In any other cases, individual learning plan is designed by the Dean's Office, which in its' turn considers prerequisites for educational courses, which should be covered during successive semesters. (student consents to individual study plan with a signature).
- 12.5 In accordance to the individual learning plan, student is permitted to take up to maximum 75 ECTS during academic year.

Article 13. Additional Semester

A student who failed to score 360 credits during the timelines prescribed by the educational programme is entitled to complete the educational programme during the following two semesters.

Chapter V Time-Schedule of an Academic Year

Article 14. Time-Schedule of an Academic Year

- 14.1 An academic year at the TMA consists of two semesters - fall and spring semesters.
- 14.1.1 During the first step of basic learning (the first 3 years) each semester consists of 20 weeks, of which 15 weeks are allocated for classroom studies and 1 week (8th week) for midterm examinations. The 4 weeks following the completion of classroom studies are intended for final and additional examinations.
- 14.1.2 At the stage of clinical studies each semester consists of 20 week, of which 16 weeks are allocated for classroom studies and. 4 weeks are allocated for final and additional examinations. The final examination is held 1-3 days after the completion of the learning course, according to the duration of the learning course (in the case of short curation (10 days) - 1 day, in the case of long curation (10<) - 2-3 days). Accounting for the specificity of the teaching of the subject a final examination in certain subject and be held during the sessions period. In the case of failure at final examination additional semester is appointed during the session's period.
- 14.2 Timelines for commencement and termination of academic year, as well as examination dates and periods for intensive studies are determined in accordance to the corresponding individual legislative Act, issued by the Rector prior start of each semester.

Chapter VI Tuition Fee

Article 15. Tuition Fee

At the TMA the tuition fee is for each academic year and is not changed until the end of the educational programme. Fruition fee may be increased in the case of essential changes on the basis of relevant resolution issued by the Government of Georgia (for details see Procedure of Payment of Tuition Fee)

Chapter VII Awarding of an Academic Degree and Diploma

Article 16. Awarding of an Academic Degree and Diploma

- 16.1 Upon Dean's nomination and following decision from the Board of School of Medicine, Student of TMA, which accumulates necessary credits, considered by the educational programme, is awarded with the Academic Degree of a Medical Doctor and graduate status.
- 16.2 Awarded Academic Degree is confirmed by a Diploma, which is signed by the Rector of TMA and the Dean of the School of Medicine; and is validated by the seal of TMA. The form of Diploma is in coherence with the Ministry of Education and Science of Georgia, as well as Ministry of Finances of Georgia. Together with the diploma a graduate is given ECTS equivalent standard diploma supplement.
- 16.3 A student whose GPA is 3.5 and more is awarded with Diploma with Honors.
- 16.4 A student who failed to accumulated the number of credits, prescribed by the educational programme/curriculum during the basic and additional semesters will receive a certificate about the learning courses taken at the TMA and earned credits.

Chapter VIII - Establishment, Amendment and Annulation of an Educational Programme

Article 17. Establishment, Amendment and Annulation of an Educational Programme

- 17.1 Procedures for establishment, amendment and annulation of an Educational Programme is described in detail in frames of the corresponding document – "Quality Assurance System and Procedures";
- 17.2 In case of programme amendments, TMA is obliged to provide students with relevant accommodations for completion of educational programme without further obstacles.
- 17.3 In case of programme annulation, TMA must take responsibility to organize student transfers to other educational institutions (to an accredited educational programme), within frames of Acting legislation, as stated by the signed agreement between TMA and student.

Chapter IX. Final Provisions

Article 18. Final Provisions

- 17.1 This Procedure enters into force upon its approval by the Rector.
- 17.2 Any changes and amendments to this Procedure become effective only when approved by the Rector.
- 17.3 In case of approval of new Procedure, the present Procedure will be canceled.