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Study Process Regulatory Rules for the School of Medicine at Petre Shotadze Tbilisi Medical Academy

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Chapter I. General Provisions

Article 1. Scope

The aim of this Rule is to determine the uniform procedure for acquiring a student status, suspending and terminating it, as well as assessing student's achievements, students' rights and obligations and other study process related issues at The Petre Shotadze Tbilisi Medical Academy (hereinafter referred to as "TMA") on the basis of the Law of Georgia on Higher Education, Order 10/5 of 4 February 2010 of the Minister of Education and Science of Georgia, Order No.3 of 5 January 2007, Order 224/5 of 29 December 2011, including changes and amendments proposed to them, and other legislative and subordinate normative acts.

Chapter II. Obtaining Student Status at TMA

Article 2. Obtaining Student Status at TMA

- 2.1 The basis for obtaining medical school student status at the School of Medicine at Petre Shotadze Tbilisi Medical Academy are the unified national examination results except for the cases envisaged in the legislation.
- 2.2 A person with the right to be admitted to TMA undergoes registration in the period of time determined by TMA. Those entitled to the right to be admitted to the institution shall submit the documents determined by TMA, which are as follows: a copy of the complete general education authentication document certified by the notary public as a true copy, a copy of the identity card, four 3X4 photographs in both material and electronic forms, military call up certificate or a copy of a military registration document (for young men), and a receipt verifying the payment of tuition fees. After the registration time expires, the rector shall issue a legal act on their admission to the corresponding educational programme in accordance with the Order (on coefficient ranking and the approval of the document) of Director of the National Assessment and Examinations Center. A person defined in the ranking list who was not included in the list of those admitted to the institution due to a failure to meet the time limits is authorized to submit a request to the rector for admission to the corresponding programme before June of the next year. On this occasion, the rector shall meet the person's request and issue a legal act ensuring the person's involvement in the study process and achievement of learning outcomes in accordance with the procedure determined by the legislation.
- 2.3 TMA completes an agreement with students admitted to the institution or their legal representatives (if students are underage).

Article 3. Enrollment of citizens of foreign countries and Georgian citizens living abroad at TMA

- 3.1 Citizens of foreign countries and Georgian citizens living abroad are admitted to TMA without them taking the unified national examinations after the right to pursue studies is granted to them by the Ministry of Education and Science of Georgia within time limits set in accordance with the procedure determined by the legislation.
- 3.2 Admission is allowed without taking the unified national examinations for persons as follows:
- 3.2.1 citizens of foreign countries and persons without citizenship who gained complete general education or its equivalent education in a foreign country.
 - 3.2.2 citizens of Georgia who gained complete general education or its equivalent education in a foreign country or completed the last two-year complete general education studies abroad.
 - 3.2.3 citizens of foreign countries (except for the students participating in a joint higher educational programme and exchange educational programmes) who study/studied abroad and have earned credits/qualification in a higher educational institution recognized in accordance with the legislation of the foreign country.
 - 3.2.4 citizens of Georgia (except for students participating in joint higher educational programmes and in the exchange educational programmes), who live/lived or study/studied for at least 75 days (for a semester) in a foreign country and earned credits/qualifications in a higher educational institution recognized in accordance with the legislation of the foreign country. The rule of 75-day studies at a higher educational institution in a foreign country does not apply to those who studied at a higher educational institution in a foreign country in any semester starting from the spring semester of 2019-2020 to the end of the spring semester of 2020-2021 and gained education remotely in the corresponding foreign country, as remote learning was implemented for the purposes of preventing spread of the pandemic and/or eliminating its consequences.
- 3.3 Availability of vacant study places within the limits a maximal contingent to be admitted to the institution and the rector's written consent shall admission preconditions for an English language programme at TMA.
At the programme of medicine, a person has to meet the admission preconditions and prove that at least B1 level of the language of instruction of the educational program chosen by the person in accordance with the order of the Minister of Education and Science of Georgia dated December 29, 2011 No. 224/5.
- 3.4 After the recognition of the document verifying that a person received education abroad and granting him/her the right to pursue studies by Order of the Minister of Education and Science of Georgia, as well as after the submission of documents determined by TMA (a copy of an original passport, a Georgian translation of a passport certified by a notary public as a true copy, two 3X4 photographs in the material form together with their electronic forms, and a receipt of payment of tuition fees), the rector issues an order on admission of the student to the corresponding educational programme.

Article 4. Enrollment at TMA via Mobility, Internal Mobility

- 4.1 Students are admitted to TMA via mobility in accordance with Order 10/5 on the Procedure of Mobility from one Higher Educational Institution to Another Higher Educational Institution and Approval of Tuition Fee of 4 February 2010 by the Minister of Education and Science of Georgia.
- 4.2 The following individuals may be admitted to TMA via mobility:
- 4.2.1 Individuals who were admitted to a higher education institution in the manner established by the law and who are students at the said institution at the time of registering as a mobility applicant on the electronic portal.

- 4.2.2 Individuals whose student status of the said institution are suspended at the time of registration at an electronic portal.
- 4.2.3 Individuals who have passed the unified national examinations successfully and are unable to request the institution referred to in the ranking document approved by the Minister of Education and Science of Georgia that they be admitted to the said institution as it was liquidated without the designation of a successor in title, the institution is no longer authorized, or the educational programme has ceased functioning.
- 4.2.4 Students with terminated status, within 12 months of the termination.
- 4.3 Students are entitled to mobility a year after studying in the corresponding higher education cycle. The period of time during which a student status was suspended may not be included in a study period. If the institution has been liquidated without designating a successor in title or the institution is no longer authorized and its educational programme does not operate, students are entitled to mobility notwithstanding the duration of studies.
- 4.4 Mobility of students may take place within the same cycle of higher education twice a year in the time limits determined by the Education Management Information System in terms of vacant study places registered by TMA to the electronic portal of the Education Management Information System.
- 4.5 TMA determines programmes at which vacant study places are available on the basis of the rector's order, registers them at the Education Management Information System electronic programme and publishes mobility-related information on the web page of TMA.
- 4.6 Students obtain the status of seekers of mobility following the registration at the Education Management Information System.
- 4.7 After obtaining the right to pursuing studies at the educational programme, a seeker of mobility shall submit an application for admission at TMA and the documents as follows:
 - 4.7.1 A statement to the rector.
 - 4.7.2 A copy of an identity card.
 - 4.7.3 A written statement from a student card.
 - 4.7.4 A certificate verifying that the student passed the united national examination (for students who passed the unified national examination in 2005-2010).
 - 4.7.5 A complete general education authentication document _ a school leaving certificate or any other corresponding document.
 - 4.7.6 A copy of recruiter license (for young man only).
 - 4.7.7 Two 3X4 photographs (with electronic forms).
 - 4.7.8 An excerpt from the order on enrollment at the university.
 - 4.7.9 A copy of or an excerpt from all orders issued in relation to a student status.
- 4.8 Following the submission of all documents by seekers of mobility, the adequacy of the number of study course credits obtained by students at other higher educational institution with study course credits envisaged at TMA educational programmes shall be reviewed by the Commission for Reviewing the Adequacy of Educational Programmes, which is comprised of the members as follows: The dean of the School of Medicine, the head of one-cycle educational programmes, the vice dean in the field of student relations and the deputy head of the quality assurance service. The commission shall draw up the corresponding minutes and determine the study semester for seekers of mobility.

After introducing themselves to the corresponding minutes, the seeker of mobility confirms their consent concerning the recognized credits/the semester determined by signing a special form.
- 4.9 On the basis of a consent from the Commission Reviewing the Adequacy of Educational Programmes and a consent from a student seeking mobility, TMA shall develop a draft order of the individual legal act on student admission through mobility and shall send the draft to the Education Management Information System within the period set

by EMIS.

- 4.10 The rector issues an order on admission of students through a mobility procedure on the basis of a positive opinion from EMIS. After issuance of the admission order, the seeker of mobility shall present their educational records.
- 4.11 The TMA rector shall issue an order for admitting students through a mobility procedure in autumn of October 1 at the latest and spring semester before March 1. In two working days after issuing the order, mobility shall be included in the register, while the order shall be sent to EMIS in three working days.
- 4.12 The seekers of mobility registered at the EMIS electronic portal who obtained the right to mobility and failed to submit a statement to TMA in the predetermined period of time, may lose their right to be admitted to the corresponding programme, except for the cases envisaged in the legislation.
- 4.13 The right to internal mobility at TMA shall be granted to a student from the first semester of the first year of study and shall be allowed only from the first through the sixth semester inclusive. Internal mobility shall not be carried out after the sixth semester. Internal mobility shall be announced twice during the academic year within the timeframes established by the Rector. Recognition of credits shall be carried out in accordance with the rule for recognition of credits of students enrolled through mobility, considering the applicable legislation.

Chapter III. Suspension, Reactivation, and Termination of Student Status

Article 5. Suspension of Student Status

- 5.1 The following may be the grounds for suspending the student status:
 - a) a personal statement (without indicating a reason).
 - b) deteriorating health.
 - c) maternity and childcare.

- d) studying abroad in a higher education institution, except for exchange programmes.
 - e) A failure to appear at TMA in four weeks after studies start; exceptions may be permitted if a confirmed valid reason to do so exists and also in cases of study courses offering rotation. The dean reviews each specific case.
 - f) a failure to get a score by a citizen of a foreign country admitted to the institution without passing the unified national examination in at least one component when evaluating study components within 45 calendar days after undergoing registration.
 - g) violation of the norm/s of the Code of Conduct of the TMA. In this case, the rector of TMA decides to terminate the status following the request of the administrative committee.
 - h) financial indebtedness, which means a failure to pay tuition fees in a predetermined time period; the financial department may review exceptions.
- 5.2 Status suspension shall be approved by an order of the rector.
- 5.3 The student status may be suspended for a maximum of five (5) years in the course of which students may take mobility opportunities.
- 5.4 Students are released from financial obligations when their status is suspended.

Article 6. Termination of the Student Status

- 6.1 The grounds for termination of the student status are as follows:
- a) transfer to another higher education institution through mobility.
 - b) suspension of the student status for more than 5 years.
 - c) formal written request.
 - d) three failed attempts to complete a study course (failure to use credits).
 - e) a rude and unethical attitude, violence against TMA students, academic, invited, administrative and ancillary personnel, or violation of the norms of the Code of Conduct. The TMA rector shall decide the issue of termination of the student status following a request by the administrative committee.
 - f) death of the person.
- 6.2 The legal consequences envisaged in the legal act on the termination of a student status shall take effect 12 months after the TMA rector issues the order (except for paragraph f). Correspondingly, the student may reactivate their student status through mobility to other higher educational institutions.
- 6.3 Twelve (12) months after the termination of the student status, it may be obtained again only via the procedure determined by the legislation.

Article 7. Restoration of Student Status

- 7.1 Restoration of a student status may be allowed even if a total number of students exceeds allowable limits at TMA. In this case, a number of persons admitted to TMA in excess of the maximum permitted number will be deducted from the number of students determined for the next academic year.
- 7.2 Reactivation of a student status is possible following a request by a student within five years after the status is terminated in a reasonable time to achieve learning outcomes.
- 7.3 If a student status is terminated due to rude and unethical attitude, TMA may reactivate the status after the time period determined in the respective legal act expires and the student requests the restoration.
- 7.4 If the suspended status is reactivated, the acceptable semester for carrying on the studies will be determined by an individual curriculum.

Chapter IV. Rules of Procedure for Academic Year

Article 8. Academic Year Semesters

- 8.1 At TMA, an academic year is comprised of two semesters, which are autumn and spring semesters. Each semester includes 21 weeks.
- 8.1.1 At a basic study stage, 15 weeks are envisaged for coursework, while 6 weeks are allocated for exam preparation, midterm, final and make-up examinations.
- 8.1.2 Each curation or clinical rotation is followed by a final examination. Make-up examinations are held in accordance with the examination schedule.

Article 9. Study Periods

- 9.1 Time periods for an academic year, session periods, and the beginning and end of study courses are determined before the beginning of the academic year by a legal act issued by the rector.
- 9.2 Academic registration is carried out on a working day before a study process starts.

Chapter V. Credit Accumulation and Assessment of Student Achievements

Article 10. Educational Programme Credit Calculation

- 10.1 For the purpose of expressing students' academic workload, TMA uses the European Credit Transfer and Accumulation System (ECTS). A credit is a unit expressing a workload volume students need to handle in a time unit, which is an hour. Credits are divided on educational programme constituent study courses/components and are based on an actual assessment of a student with an average academic achievement necessary to achieve a learning outcome determined for each component.
- 10.2 A credit may not be calculated only on the basis of hours (contact hours), which students spend with teachers and professors in a study environment. Correspondingly, students' workload at TMA includes attendance at and involvement in lectures, group works (practical, laboratory, workshop, and curation) and development of clinical skills, as well as preparation for and passing examinations and independent work.
- 10.3 The volume of one-cycle educational programme at TMA, which is Medicine (Georgian language), and medicine (English language) is determined as 360 ECTS credits. One ECTS credit equals 30 clock hours; Students workload during an academic year is 60 ECTS credits (1800 clock hours), which totals 30 credits a semester. The study period includes a minimum of six (6) years.
- 10.4 Students' workload during an academic year may be determined as 60 credits. In accordance with the amendments to Order No.3 of 5 January 2007 by the Minister of Education and Science approving the Procedure for Calculation of Higher Educational Programmes through Credits, "within the duration determined by field characteristics of the educational programme of Medical Doctor, total credit numbers above 60 may not exceed a total of 15 credits".
- 10.5 At TMA, each study course is carried out during a semester.

Article 11. Chapter V. Credit Accumulation and Assessment of Student Achievements

11.1 Students are conferred ECTS credits after completion of a study course in consideration of midterm and final evaluations. Assessment of students' knowledge includes a lot of components and envisages as follows:

- a) midterm evaluations.
- b) final evaluations.

A total of these component scores equals to 100.

Within their academic freedom, those in charge of the study course determine the distribution of scores among midterm and final evaluations and midterm evaluation components, which is included in a syllabus of the corresponding study courses. Conferring credits using one evaluation component (midterm or final evaluation) only is unacceptable.

- 11.1.1 Students are admitted to a final examination if they accumulate 50%+1 score of the midterm evaluation. Student admission precondition to a final examination in some study courses may be a predetermined percentage margin of developmental evaluations, attendance at lectures and seminars, as well as the midterm evaluation on which detailed information is given in a study course syllabus.
- 11.1.2 Students shall get a minimum of 50% of the maximum score to pass a final examination.
- 11.1.3 After failing a final examination, students may retake it once. A make-up examination is held in the corresponding subject in a maximum of five (5) days after final examination results are announced.
- 11.1.4 Students may attend an additional examination (a repeat final examination) if a total score of their midterm and final examinations is 41-50.
- 11.1.5 Students have to re-attend a study course if a total score of their midterm and final examinations is less than 41.
- 11.1.6 A total evaluation score accumulated by students shall be included in an electronic system for educational process management in accordance with the Regulations of the Examination Center Provision.
- 11.1.7 Students may appeal against examination results (detailed information on the appellation procedure is available in the Regulations of the Examination Center Provision).
- 11.2 Students are conferred an ECTS credit following the completion of a study course if a total score of their midterm and final/additional examinations is a minimum of 51 points.
- 11.3 In case of academic necessity, a student may complete a course in an intensive format only at the end of the Spring semester. An intensive course may be organized provided that no fewer than four (4) students are registered for the course; the course fee shall be determined in accordance with the number of credits. An intensive course constitutes a component part of the semester and shall be conducted after the completion of the examination sessions. During the intensive course, all activities provided by syllabus shall be carried out. An intensive course shall be established if, due to a program modification or other reasons beyond the student's control, it becomes necessary to create the course in order to ensure the continuity of the student's academic process.
- 11.4 The assessment system allows five (5) types of positive (excellent, very good, good, satisfactory, and acceptable and two types of negative (FX) did not pass and (F) failed).
- 11.5 With the ECTS system, students are evaluated in accordance with the following scheme:

Grade	Evaluation
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91-100	Excellent (A)
81-90	Very good (B)
71-80	Good (C)
61-70	Satisfactory (D)
51-60	Acceptable (E)
41-50	Did not pass (FX), meaning that a student is given a chance to sit an additional examination.
0-40	Fail (F), meaning that a student has to study the subject anew to get a credit.

11.6 Academic performance levels at TMA are determined through grade point average (GPA). The corresponding GPA coefficients accumulated by a student or graduate in each study course are as follows:

Grade	Evaluation	GPA coefficient
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

11.7 In calculating GPA, all evaluations at the corresponding stage of studies will be considered. GPA is calculated in accordance with the following procedure:

11.8 The corresponding coefficient in each study course is multiplied to a number of credits of the said study course, and the sum of these products is then divided by a total number of credits accumulated.

11.9 A value rounded to the nearest tenth represents GPA.

11.10 Graduate's GPA will be referred to in the Annex to their diploma.

Chapter VI. Recognition of Learning Outcomes - Credit Recognition Procedure

Article 12. General provisions for recognition of learning outcomes/credits

12.1 TMA shall recognize learning outcomes achieved within the corresponding educational programme of higher education in an authorized academic institution.

12.2 In recognizing the learning outcomes, the correspondence of learning outcomes achieved by the person in another higher educational institution shall be assessed against the outcomes of the educational programme selected by them in accordance with the ECTS credit system.

12.3 The Commission for Reviewing the Adequacy of TMA Educational Programmes shall carry out the credit recognition procedure (Article 4.8)

- 12.4 This rule applies to all students whose status was reactivated at TMA, who were involved in exchange programmes and admitted to TMA via mobility. The procedure for recognizing the education received in the occupied territories or abroad shall also be applicable.
- 12.5 For students involved in exchange programmes, all obligations and the procedure related to credit recognition is further included in the agreement entered between TMA and the student or TMA and its partner university.
- 12.6 TMA shall recognize learning outcomes achieved in a higher educational institution abroad only after the National Center for Educational Quality Enhancement does so.
- 12.7 TMA is authorized to annul recognized credits if the student's academic performance is poor and/or following the status reactivation they have to continue studies at a modified programme. The Study Process Management Department shall carry out the procedure of annulment of credit recognition. The decision shall be approved by respective minutes. The corresponding changes are included in the electronic study management system.

Article 13. Methodology for recognition of learning outcomes/credits

- 13.1 Recognition of study courses/credits accumulated by the person are recognized according to a study course name.
- 13.2 In the case of incongruity of the study course name envisaged in the TMA educational programme, correspondence is determined in accordance with study course contents and/or learning results. If necessary, TMA is authorized to require that the student presents syllabi of study courses covered in other higher educational institutions.
- 13.3 According to study course contents and credit volumes, several subjects covered at another higher educational institution may be recognized as one study course at TMA and vice versa
- 13.4 Study courses completed at other higher educational institutions are recognized in accordance with study course credit numbers envisaged by the corresponding educational programme at TMA despite the number of credits assigned to the said study course.
- 13.5 In case the study courses have no credits assigned in the academic certificate submitted by the student, credits shall be determined in accordance with the procedure as follows: The same credit is assigned to a study course in which contact hours are the same or close to the contact hours in the corresponding study course at TMA.
- 13.6 If the contact hours are different, each study course credits are determined as a result of dividing a product of contact and independent work hours to 30 (which is an hourly number of a credit) and be given in a round number.
- 13.7 A 5-point evaluation is adjusted to a 100-point system in the manner as follows:

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

- 13.8 If students' knowledge is evaluated by Latin letters (A, B, C, D, E, A+, A, A-, and others), the evaluation

system is converted in the manner as follows:

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 +	Average	70
D	Average	65
D -	Average	61
E +	Satisfactory	60
E	Satisfactory	55
E -	Satisfactory	51

13.9 If the so-called differentiated pass is applied to evaluate knowledge, the student gets a conditional grade: mathematical mean of grades of the student in all disciplines given in a round number.

Article 14. Individual Learning Plan

- 14.1 For students with individual learning needs, TMA shall carry out a teaching process in accordance with the individual learning plan.
- 14.2 The individual learning plan aims at ensuring unimpeded involvement of students with special needs in the educational process.
- 14.3 TMA draws up an individual learning plan in consideration of the best interests of the student, prerequisites of the study courses and attainability of learning outcomes of the educational programme.
- 14.4 At TMA, the individual learning plan is used by:
- 14.4.1 students admitted to the institution through mobility.
 - 14.4.2 students having failed to accumulate the corresponding credits due to poor academic performance.
 - 14.4.3 Students whose status were reactivated in the case of inconsistencies in the learning plan.
 - 14.4.4 Students on the basis of substantiated group request.
 - 14.4.5 Students involved in exchange Programmes
 - 14.4.6 Persons with disabilities and Special educational needs (where needed)
- 14.5 Students with individual needs are identified by the Study Process Management Department of the School of Medicine on the basis of information provided by mobility seekers concerning the academic documents, semester results, or that provided by the Student Support Office.
- 14.6 In adopting the individual learning plan, TMA shall be guided by the Procedure for Recognition of Credits and take into account individual needs of the students.
- 14.7 For students admitted via mobility, the Commission for Reviewing the Adequacy of Educational

Programmes shall draw up an opinion on adequacy of programmes to instruct a learning plan for students in consideration of the principle of prerequisites.

- 14.8 In the cases envisaged in articles 15.4.2 - 15.4.5, the individual learning plan is drawn up by the Study Process Management Department which considers the prerequisites of study courses to be completed in subsequent semesters (the student confirms their consent by signing the document).
- 14.9 If necessary, after approval of the dean, TMA determines individually tailored schedule to offer persons with disabilities and special educational needs (a) to take midterm, final and make-up examinations and (b) make-up sessions to compensate for missed hours due to deteriorated health (c) Individual study schedule (d) Individual schedule for midterm/final and additional exam (e) recovery of missed hours due to health condition deterioration; (f) adaptive method of the exam (i.e giving additional time for the exam, providing alternative tests, offering a different format of the exam, etc.); .
- 14.10 The period of time for approving the individual learning plan shall be a week before the beginning of a new term. In exceptional cases, the period of time for amending the addendum to the individual learning plan shall be two weeks after the beginning of the semester.

Article 15. Additional Semester

Students who have failed to accumulate 360 credits in the period of time determined by the educational programme may complete it in the next two semesters.

Chapter VII. Tuition Fee

Article 16. Tuition Fee

Tuition fees at TMA are determined for each academic year and may not change before the end of the programme. Tuition fees may be increased if the existing circumstances change substantially due to an ordinance issued by the Government of Georgia.

Chapter VIII. Awarding Academic Degree and Diploma

Article 17. Awarding Academic Degree and Diploma

- 17.1 A student at TMA who accumulated credits envisaged by the educational programme is awarded the academic degree of medical doctor and the status of a graduate. The decision by the School of Medicine is signed by the Dean of the School, Co-Heads of the Program and the Head of the Quality Assurance Department of the TMA.
- 17.2 The academic degree shall be certified by a diploma signed by the rector of TMA and the school dean, the sample which has been agreed with the National Center for Educational Quality Enhancement and the Ministry of Economy and Sustainable Development. The graduate receives a standardized diploma supplement in accordance with ECTS.
- 17.3 Students whose GPA is 3.5 or more receive an honor diploma.
- 17.4 Students having failed to accumulate credits envisaged in the educational programme in main and additional semesters will receive a certificate indicating the study courses completed and credits accumulated at TMA.

Chapter IX. Change and Liquidation of the Educational Programme

Article 18. Change and Liquidation of the Educational Programme

- 18.1 If the educational programme changes, TMA shall allow the students to complete the educational programme without any obstacles.
- 18.2 In the event the educational programme is liquidated, TMA shall organize the process of transferring students to another higher educational institution's accredited educational programme on the basis of the concluded agreement.

Chapter X. Final Provisions

Article 19. Final Provisions

- 19.1 The Council of the Rector hereby approves this Rule.
- 19.2 This Rule shall be binding in the study process for all persons involved in its management and administration.
- 19.3 Changes and amendments shall be proposed to this Rule in the same manner as the Rules were approved.