



**David Tvildiani Medical University**

# Rules for Regulating the Educational Process at the University

Tbilisi, 2018

## **Introductory Provisions**

The teaching process of the students enrolled in David Tvildiani Medical University (DTMU) educational programs is held by an accredited educational program according to the existing rules on higher education. DTMU, “AIETI” Medical School, Faculty of Medicine (Hereinafter the Faculty of Medicine) is the guarantee of academic rights and freedom. In the context of learning the above mentioned is mainly realized by the student’s rights to participate in one of the accredited programs, as well as the freedom in the educational process that is based on the possibility of equal access to all human, material, educational and research resources available at DTMU and expressing their personal opinions.

### **1. Academic Calendar**

The duration of the academic year in DTMU is calculated from September 1 of each year including August 31 of the following year. Each academic year includes 2 semesters: autumn and spring, including winter and summer holidays. There are 20 weeks of study period in each semester. There are also about two-week periods for the recovery of missed classes, and the oral and written re-examinations. The holidays in winter usually last 2 weeks and at least 1 month during the summer season. Studies are going 6 days a week, usually (for classroom teaching) from 9:00 to 18:00.

**Holidays:** 31 December, 1 and 2 January - New Year's Holidays; January 7 - The Birth of our Lord Jesus Christ; Date of the deceased – the second day, Monday, after Easter (the dates are changing); May 26 - Independence Day of Georgia; August 28 - St. Mary's Day of Assumption; November 23 - St. George Day.

### **2. Enrollment in DTMU**

Enrollment in DTMU educational programs is held for Georgian and foreign citizen applicants, as well as for the students wishing mobility (for more details see the procedure for obtaining, suspension, termination of student status, and mobility).

#### **2.1. Enrollment in MD Educational Programs**

**2.1.1.- The applicant citizens of Georgia who have received full general or equivalent education in Georgia,** will obtain the right to be enrolled in the University by passing unified national exams. In order to obtain the student status in DTMU through unified national exams there is a requirement from the University (also corresponds to Georgian legislation) to submit/pass the subsequent proprietary subjects: Biology and / or Chemistry, and / or Physics and / or Mathematics, in addition to obtaining the passing score. It is permissible to obtain minimum passing scores (according to the competence threshold established by the National Assessment and Examination Center) in these subjects; English is required as a foreign language. In the conditions of competition (the choice of entrants and competition scores) the selection of entrants is conducted according to the competition

scores and the Unified National Examination Center defines the list of candidates for enrollment in DTMU (as in other higher education institutions). The list is sent to the University and the student is enrolled in the first semester of the program on the basis of the Unified National Exams, their own choice and agreement signed with the university (no later than October 1).

**2.1.2.- The applicants, Citizens of Georgia who have received full general and / or equivalent education in a foreign country** and / or got the last 2 years of general education in a foreign country are enrolled in DTMU in case of issuing a special administrative act by the Minister of Education and Science of Georgia. The necessary procedure for enrollment in DTMU to express the willingness to study at the University in a written form, applying of educational document and marks of education (certifying previous education: general and / or equivalent education); the applicant's documents are evaluated by DTMU authorized person; the applicant's applicability in the program is reviewed and analyzed and in the appropriate case the University announces the readiness for advance approval for the applicant as enrollment student. After passing the procedure envisaged by the legislation of Georgia (see the Order No. 98 / N of the Minister of Education and Science of Georgia from October 1, 2010, on the approval of the validation of the educational documents issued in Tbilisi, Georgia and approving the rules of recognition of the education received abroad and tuition fees) and signing of the academic agreement and paying the first academic year tuition fees, as well as all the agreed administrative expenses are transferred to the University he is granted the status of the University student (see obtaining a student's status, suspension, termination, mobility rule) and is engaged in the education program.

**2.1.3 - Foreign citizens** who have received full general or equivalent education in a foreign country are enrolled in DTMU through issuing a special administrative act by the Minister of Education and Science of Georgia. The applicant shall apply in writing to the university expressing will to study directly or through the special agents of the university (see more in the Form of Agreement with Agents).

To determine the possibility of enrolling a person, the university demands a full general and/or equivalent education diploma/certificate, marks sheet and determines the possibility of involvement of the applicant in the MD program; In case of positive opinion, the acceding procedure is performed by communicating with the entrant directly or through the agent (see Agreement with Agents).

Dean (or Vice Dean) assesses the candidate's achievements in general education (and/or equivalent) in English and a number of profiling subjects: Biology etc., for the possibility of enrollment in DTMU MD Program and makes recommendations for the reason of defining his/her enrollment possibilities and in case of enrollment recommendations for supporting his individual studies. After all necessary procedures (recognition of previous education by the National Center for Educational Quality

Enhancement and determination of conformity, issuance of visas for entrants, paying tuition fees) he is registered in DTMU under the active student's status.

In case of decision of enrollment the University taking into consideration the specifics of the curriculum as well as the duration of independent procedures from the university, determines when the student is allowed to study in the first or second semester of the academic year.

## **2.2. Enrollment in PhD Program**

The prerequisite for enrolling a candidate in PhD studies is the Master's Degree in Biomedical Sciences or academic degree equal to it (MD); Enrollment is possible for Georgian, as well as foreign citizens. Acceptance in doctoral studies is based on open competition, which is announced by David Tvildiani Medical University.

## **2.3. Enrollment in DTMU through mobility**

Enrollment in DTMU with mobility is conducted according to the Georgian legislation, which also implies the existence of appropriate places for mobility; and public statement of the university readiness to enroll students through mobility; the procedure also implies the discussion of the requested information from mobility applicants. For admission to the university through mobility, the student's application is requested to continue studying in DTMU, as well as a document reflecting previous academic education (description, hours, credits, subjects and marks of the program from which the student wants to transfer). By determining the compliance of the programs, the University determines in its own program in which semester it is possible to enroll the student; also, taking into consideration the academic performance and motivation of the student (by interviewing), the possibility of continuation and/ or start (from the first semester) in DTMU is determined; provides the student with the appropriate decision before the completion of the registration procedure for mobility. In case of approval on mobility, the applicant will pass the standard procedures for transferring to DTMU: Signing the Agreement, Registration, and Individual Agreement of Financial Liabilities, etc. (See Rules and Conditions of Mobility, also Enrollment, Registration Form, Registration Rule).

### **3. Registration rules**

After enrollment in the DTMU, he / she is obliged to undergo registration for activation of student status, for which he/she presents mandatory documents and takes appropriate procedure (see the rules and terms of registration in DTMU), after which the identification number will be assigned and the student will be included in the Unified Registry of Students of National Center for Educational Quality Enhancement, a student's certificate will be issued.

The deadline for registration is 10 working days starting from the date of starting the study; in case of registration impossibility during this period the applicant shall refer to the Rector in writing (by reasoning) by request of the exception from the rule; The Rector shall take an individual decision on account of the reason for not being registered.

The DTMU student also has a semester registration obligation, including the validation of the contract between the university and the student, to cover the tuition fees of the current semester within the period defined by the contract; he/she also has the opportunity to notify the university within above mentioned period about the obstructive objective or subjective reasons in writing. Otherwise, after the expiration of the registration period the university has the right to suspend the student's active status in accordance with the procedure and periods established by law. (see "Law on Higher Education"; Order on Approval of "Obtaining the Student's Status, Suspension, Termination, Mobility and Recognition of received Education" by the Minister of Education and Science of Georgia; The provision on Obtaining DTMU Student's Status, Suspension, Termination, Mobility and Recognition of received Education; the agreement signed between the institution and the student).

Also, obligation for modular registration arises to student, if the semester fee, as an exception and considering the reason, is agreed/allowed by Rector to be paid part by part.

Registration is required while selecting the elective courses: for taking elective course / practice (considered by the program) prior by 6 months (and not less than 3 months) in case of planning of taking a course abroad and not less than 1 month if course is taken in Georgia the student shall apply to the Dean for the agreement, approval and registration of his individual learning plan.

### **4. Assignments and Exams**

4.1. These are the regulations for the assignment required during autumn and spring semesters - ongoing studies, final semester and stage examinations. The questions with the request of explanations and exceptions will be addressed to the Dean of the Faculty who can apply them to the relevant person and/or offices.

4.2. These regulations are used for all the subjects (courses, modules) of the MD Program and for all stages of teaching. In the most modules the training courses are delivered in a rotational manner. Classes

are held daily except Sundays; during the academic year a student collects 60 credits. It is also possible to increase the load, but not more than 75 credits during one academic year. In most of the courses, 1 credit is equivalent to a 30-hour load, where 16 hours is of contact and 14 hours – a student's independent work load. All training courses included in the module provide definite (relevant) knowledge and competences daily work out; which is confirmed by the appropriate (current) assessment; The preliminary admission of the student on the final examination of the module is to obtain the positive (at least the evaluation "E") in the current assessment (assessment components); The right to pass the final exam in the module is given to the student twice during a semester: The day of "exam" and / or "re-exam" of the module is predefined (before the beginning of the semester) and determined by the timetable. Teaching and assessment in the running (defined / written-out) modules on the table end up within the semester (see the Order # 3 of the Minister of Education and Science of Georgia on Rule of Calculation of Higher Educational Program Credits). Educational and examination table is established and published by the Department of Education: The date of the final exams does not change, the change can be made by the Dean as an exception (considering the cause of the substantive nature). MD Programs are conditionally divided into three stages: I - Theoretical (Basic) Medicine Course; II - Clinical Medicine Course, III - General Specialization Course.

On I stage of the "Theoretical (Basic) Medicine Course" teaching / learning / assessment there is a high share of classroom / lab / virtual teaching and learning formats to understand issues and examples regarding human health and the pathological conditions associated (a valuable example of understanding a clinical importance, identification and resolution of a medical problem, clinical case and scenario, etc.); to initiate correct approaches and skills for discussing clinical cases and communication with patient, including simulated patient; in addition, access to clinical practice (basics of diagnostics), clinical skills training is also involved; training in clinical skills; start developing scientific-research skills and discuss the most important ethical values for medical professionalism.

Evaluation of progress in the development of students' knowledge and professional skills is constantly ongoing (formative and summative assessments, oral examinations, in written formats, group activities and communication skills, judgment and decision making, analysis and synthesis, etc. skills (see MD Programs, "Learning Outcomes," and syllabi); accordingly, the student receives the assessment within each semester and feedback from the teachers on the development in medical knowledge and skills, including the recommendations important for progress in them; which is also a prerequisite for access to the Stage Exam (a Summative Stage Examination in Basic Medicine) after which he continues to study at the next stage of the program.

II Stage - "in Clinical Medicine Course" teaching / learning / assessment is practiced within the limits of all courses on clinical bases, where the purpose of the program is to define the typical clinical representation of the disease, as well as principles of diagnosis and management of rare and / or non-typical cases, and the reasoning of the clinical context of basic science issues and the examples of individual patients; Besides the clinical session, it involves bedside teaching and learning, supervising

the individual patient (including the possibility of observation of treatment and management), seeing the big picture of the clinical activity (management protocols, communication within the clinic, communication with the patient and his family members, ethical issues, problems and values, etc.) through the communication and consultation with the patient and other professionals (other doctors at the clinic, nurses, other members of the medical team). Clinical rotations include ambulatory and hospital patients, of all age (and age peculiarities), main areas of specialization in the field of medicine (a patient with neurological, cardiological, oncological, surgical, etc. problems).

Evaluation of progress in the development of students' knowledge and professional skills is underway in all major medical specialties (see the Program), which is reflected in students formative and summative assessments, which is carried out in oral and written formats, portfolio analysis, bedside assessment in medical knowledge, as well as professional and practical skills; accordingly, admission to the concluding Stage Examination in clinical medicine and his "satisfactory" assessment in knowledge and skills is the prerequisite for access to the 3rd stage of the program.

III General Specialization Course is a clinical practice oriented course: here the formal theoretical lessons are minimal and the student's medical knowledge (received at 1-5 courses) is "tested" and is developed for the purpose of determining and solving each individual patient's needs. The student performs the tasks given by the doctor (licensed) and / or acts for the patient (at the patient's bed) under supervision of the teacher and / or doctor, helps with performing the manipulations, is on duty (as a sub-duty), etc. In general specialization courses it is necessary to practice in internal diseases and surgery, obstetrics, gynecology, pediatrics, infectious diseases and neurology. Also, as an elective course (and for the realization of opportunity for future career growth) he has the opportunity to take practice in the country and / or abroad at partner universities and clinics of the University; reinforce clinical skills and develop scientific competences; practically realize the legal aspects of health care organization and management, as well as medical activities.

At this stage training in professional practice is provided in the format of controlled self-study; accordingly the ability to use the students' knowledge in practice and the ability to progress in professional skills is also evaluated by analysis of the work carried out by him/her (portfolio / log-book analysis), communication with patients and colleagues and assessment reports in other skills; his current assessment for the final (qualification exam) is positive and his interdisciplinary assessment is also positive according to the conclusion of the Dean's Council.

Qualification Exam is conducted in the following disciplines: Internal Diseases, Surgical Diseases, Obstetrics, Gynecology, Pediatrics, Infectious and Nervous Diseases.

Qualification Exams (except Defense of PhD Thesis, see below) are not considered as disciplines or modules in the context of this regulation, therefore they are not assigned credits if passed.

Members of the Qualification Examination Commission are: Professors of the relevant directions of University

Chairperson - Invited member of the professional community, employer and / or a person with high interest towards the program.

#### 4.3. Educational Program Units

(i) The unit of educational program (course) within discipline (and/or module) is defined by the head of the subject, if it is not explained otherwise in the educational program. Educational Program Units are (Training Teaching Formats), in particular, Lectures, Seminars, Exercises, Laboratory Work, Practical Training, Final Theses.

(ii) The student is obliged to complete the learning program units that are outlined in the course information (syllabuses). Miss of a unit (format) provided by the curriculum may be „forgiven“ (sickness, giving a birth, etc. see DTMU rule of payment fees) by submitting the relevant document; at the same time the student have to recover, or by the decision of a teacher recovery could be defined in other forms (e.g. seminar work)

(iii) Lectures are as a rule conducted by Professors and Associate Professors. The content of the lectures is the subject of curriculum, helping to understand the content of the course and the entire module (the integrated course around systems and/or topics).

(iv) The seminars serve to develop and enhance the lecture part of the discipline and explain new scientific knowledge.

(v) Practical trainings serve deliberate training on deepening of the knowledge and skills that are needed for practical and theoretical improvement in subject preparation.

(vi) Tutorials are aimed at students' management within the limits of the content and methods of teaching; Tutorials can replace some forms of teaching in order to facilitate progress in scientific, research and professional activities, or help in students' preparation for exams.

(vii) Professional practice is intended to strengthen knowledge and skills and their verification in practice, as well as acquiring new knowledge. Under the regulation, the Dean is responsible for defining and organizing the details of professional practice.

(vii) Postgraduate student (PhD student) is obliged to comply with the training program units in accordance with the curriculum and individually elaborate (self-learning) literature in connection with the PhD thesis. Learning practice or other professional activity (having a connection with learning activity) over 4 hours per week (averagely during the academic year) is a part of the postgraduate (PhD) preparation at full-time learning form.



#### 4.4. PhD studies

The Program lasts for 3 (minimum) - 6 years and implies a total of 180 credits. Out of these, 150 credits are dedicated to the scientific component, which is completed by the defense of a scientific-research thesis (dissertation).

The essential prerequisite for the thesis protection is the existence of theoretical, experimental or clinical results of essential importance for Medical-Biological Sciences and completing of 30 credits compulsory teaching components containing various teaching courses and activities. As a result of public defense of the dissertation the PhD candidate is awarded an Academic Degree of PhD in Medicine or Biology.

The implementation of the educational program includes the following components:

- Theoretical Studies:
  - General Modules.
  - Structured scientific (sectoral) modules:
    - ✓ According to scientific research direction;
    - ✓ According to scientific research methodology;
    - ✓ According to the sectoral direction.
- PhD (Thesis) research:
  - These are the stages of implementation
    - ✓ Development of a practical work plan according to the semesters on the research project;
      - Presentation of the project at the Academic Council
      - Application of the project for financing
    - ✓ Planned research / development of scientific literature around the dissertation topic by each semester;
    - ✓ Plan for the gradual presentation of research results at scientific conferences;
    - ✓ Orientational calendar plan for preparation and publishing of publications;
    - ✓ Designing of the Dissertation (PhD Thesis) and preparation for the public defense.

- Academic Activity:
  - ✓ Participation in the teaching of a certain teaching courses at undergraduate medical education;
  - ✓ Tutoring of the Student's Scientific Group.
  - ✓ Supervising of the students' scientific research work.
- Implementation of the research work in the field of medical education (elective).

## 5. Grades (Marks)

5.1. Grades (and relevant marks) should be given at the end of the semester within courses and modules in all semesters. The grades (marks) awarded one are no longer altered/changed except for the case of a technical error detection; also when the failed oral or written exam is re-examined and the student gets a positive assessment in the exam(s); as well as when the module/course of the semester program is repeated course of the semester when he completely repeats the term program module, the course and receives relevant assessment and credits that will be reflected in the appendix of his/her diploma.

5.2. Scores (Marks), which are assigned to the student (MD), who completed the training course and module work satisfactorily, as it follows:

A) Five types of positive assessment:

A.a) (A) Excellent - 91% and more of the maximum assessment;

A.b) (B) Very good - 81-90% of the maximum assessment;

A.c) (C) Good - 71-80% of the maximum assessment;

A.d) (D) Satisfactory - 61-70% of maximum assessment;

A.e) (E) Sufficient - 51-60% of maximum assessment;

5.3 In case of unsatisfactory assessments, the student is not considered to be credited in the relevant module and this implies the following assessments:

B) Two types (variants) of negative assessment:

B.a) (FX) – Fail - 41-50 % of the program acquisition; meaning that some more work is required and the student is allowed to make an additional effort to pass the exam

B.b) (F) – Fail- 40% and less of the program acquisition; the student will have to repeat the academic course.

- “Not admitted” to the semester summative exam means that the student has been progressing unsatisfactorily during the course, missed the classes (and needs to recover the course) or did not perform the given tasks or "did not show up" at the oral examination, or both. That is, all

pre-quiz (prior to the final semester exam) requirements should be accomplished at least at a minimum level in order to let a student be admitted to a semester examination. Because of unsatisfactory learning and due to the missing the classes (which has not been recovered or could not be recovered during the semester) will be recorded (signed) as F.

5.4. The first course coordinator should present a list of freshmen to the Dean's Assistant who are at risk of negative assessment in the module within 3 weeks from the beginning of studies (first module), within 4 weeks (starting of the second module), within 3 weeks (starting of the third module). The copy is supplied to the Dean. Coordinator and Dean's Assistant (and the Dean when required) initiate discussions with each student regarding his/her academic performance (to identify weaknesses and strengths) to offer assistance.

5.5. The following system of assessments is used for PhD student's PhD Thesis and MD's Master's Thesis:

Excellent (*summa cum laude*) – outstanding work;

- a) Very Good (*magna cum laude*) - The result, which is above all the set requirements;
- b) Good (*cum laude*) - The result that exceeds the requirements set out;
- c) Average (*bene*) – The result, which completely satisfy the requirements set out above;
- d) Satisfactory (*rite*) - The result, which, despite the flaws, still satisfies the requirements set out;
- e) Unsatisfactory (*insufficienter*) - The result that does not satisfy the requirements set out due to significant flaws;
- f) Completely unsatisfactory (*sub omni canone*) - The result that does not satisfy the requirements set out at all.

In the case of the assessment provided in subparagraphs "a" - "e", the PhD students is awarded the Academic Degree of the PhD.

In the case of assessment provided in subparagraph "f", the PhD student is given the right to submit the revised dissertation work, thesis within one year period.

In the case of the assessment provided in subparagraph "g", the PhD student will lose the right to present the same PhD thesis.

## 6. Scientific-Research Work in the MD Program and / or PhD dissertation in the PhD Program (Thesis)

(i) For the MD work (Master's level) or PhD Thesis the student must show the creative skills in the research field within the study program.

(ii) The PhD student's readiness for independent scientific research and creativity is confirmed by the defense of PhD thesis. Determination of the basic characteristics of the final PhD thesis (dissertation), preparation of the thesis, admission to and defense is regulated by the "Law on Higher Education" and the internal regulations approved on the basis of the rector's order in DTMU.

(iii) The research topics for MD program students should be registered at the beginning of the fifth year of study (not later). The student makes an application regarding the subject of study to the Vice-Dean (his own ideas, or from the list of research topics announced by DTMU); If the student develops his own research idea, than he/she provides the candidate of supervisor and in such case will need the consent of a supervisor (and/or department).

(iv) For the MD Program student the Dean registers:

- a) The title of the student's Research Work
- b) The supervisor, as well as prospective Reviewer
- c) The day of Defense of Research Work

(v) The student works on research paper with the help of the supervisor.

(vi) The Reviewer assesses the work (in the case of PhD - opponents) and submits a written conclusion.

(vii) The student (of MD Program) has the right to get acquainted with the conclusions of the supervisor and the Opponent three days before the date of defense (the latest).

(viii) The defense of Scientific-Research Work is subject of qualification exams.

(ix) Defense of Scientific-Research Work is assessed on the basis of A-Fx.

(x) Scientific-Research Work is written in Georgian or English. If the work is written in Georgian, the Summary (Abstract), at least 1 page, is requested in English and vice versa.

(xi) After the defense of the Scientific-Research Work, including electronic format, will be distributed to the library for archiving, bibliographic registration and publication. The terms of the publication are described in accordance with university regulations (approved by the Rector's Order).

## 7. Designing of the Scientific-Research Work (Master's level):

- **Pages of Introduction Part:** The title page, or the header (the title of the master's thesis is written in the middle of the page); the abstract no more than half a page in Georgian and English, which briefly describes the actuality, purpose and main innovations of the thesis; Contents; List of shortenings and abbreviations; List of charts, tables and graphs.
- **Main Text:** Introduction; Literature review; Research Material and Methods; Results of their own Research; Discussion; Conclusions;
- **References:** List of literature in accordance with the defined rules.
- **Annexes:** if any.

Volume of at least 50 pages.

## 8. Designing of PhD Thesis (PhD)

- **Pages of Introduction Part:** Title page (external and internal cover); Contents, List of published publications around the dissertation, list of shortenings and abbreviations, list of charts, tables and graphs.
- **Main text:** Introduction; Literature review; Research Materials and Methods; Results of their own research; Discussion of the results; Conclusions; Practical Recommendations
- **References**
- **Annexes:** If necessary

## 9. Designing of the PhD Thesis Abstract/Synopsis (PhD)

- PhD Thesis Abstract/Synopsis should be prepared in Georgian and English
- Structure of PhD Thesis Abstract/Synopsis:
  - General Description of the Work
  - Actuality of the Problem
  - Aim of the Study
  - Objectives/tasks of the study
  - Scientific Novelty
  - Theoretical and Practical Value of the Work
  - Approbation of the Work
  - The Structure and Volume of the Thesis
  - Research Design and Methods
  - Results and Discussion of the Study
  - Conclusions
  - Practical Recommendations
  - List of Scientific Publications around the Thesis

## 10. Overall Assessment of Education/Learning

(1) The overall assessment of the MD education happens in case the program is completed satisfactorily; are assessed on two levels and two types of diploma are issued

A) With Honour - Diploma with honor is awarded

B) Other type - Diploma is issued

(2) The graduate, who was distinguished with stable high academic performance and exemplary behavior during the studying period at DTMU MD Programs, will be awarded with a Diploma with Honour.

a) A Stable High Academic Performance involves having Assessment "A" in no less than 75% of the modules and courses summative and disciplinary assessment, and Assessment "B" in less than 25% of the modules and courses. Passing of qualification exams with excellence.

b) The student should not have a disciplinary penalty at the time of study (as minimum) .

(3) If satisfaction mentioned under (2) is not given, the student is assessed according to paragraph (1) (b).

## **11. Completion of Studies / Graduation**

(1) The student completes his studies in the terms defined by the teaching program.

(2) The documents confirming the completion of the study and the academic degree are the University Diploma, Diploma Supplement and Certificate of Qualification Exams.

(3) Learning completion documents (Diploma, Diploma Supplement and Certificate of Qualification Exams) are issued by the University; Diplomas are usually passed at the graduation ceremony.

(4) In addition to the issue of timely completion of studies, learning can also be discontinued in the following cases (**see Regulation – of additional semester, additional credit, their notion, passing rules and conditions**):

- a) The student's status is stopped or terminated by his/her own or the university decision;
- b) The student exceeds the standard duration of studies, using the right to study in the additional semester, but no more than for 10 semester (5 years);
- c) The student is transferred to another university to study.

## **12. Termination of Study**

a) Can not reach the academic result defined by the relevant stage of the study program.

b) In the case of disciplinary penalty, by the decision of the disciplinary committee.

## **13. Qualifications**

13.1. Qualifications for which candidates are recommended are MD [MD Program, one-step; MD Program (MD ePBL), one-step], PhD in Medicine, (Doctoral Educational Program in Biomedical and Health Sciences, Academic Degree of PhD of Medicine or Biology).

13.2. To be granted the degree of MD the student studies at least 12 academic semesters, which usually finishes with the completion of Educational Program studies. The student who satisfactorily finishes the program, his/her studies will be recognized in accordance with the Faculty's rules and regulations or current requirements.

Current Requirements:

### **MD Program**

6 years, 360 credits.

#### *I Basic Medical and Clinical Sciences Course.*

First five semesters (2,5 years) are dedicated to it. Theoretical (basic) medicine learning capacity corresponds to 150 credits (150 ECTS).

#### *II. Clinical Medicine Course.*

The next five (VI – X) semesters are dedicated to it. Clinical medicine learning capacity corresponds to 150 credits.

#### *III General Specialization Course.*

One academic year is dedicated to it (VI course) – 60 credits.

The educational program considers:

**Development of the Clinical Skills:** 10 Credits within particular courses of Clinical Skills, as well as at least 67 Credits within the studies of all Clinical courses.

#### **10 Credits of Elective Courses**

Student's **scientific skills are developed** through the 5 courses of basics of scientific research. Which **totals up to at least 10 credits.**

## For MD (ePBL) Program

**6 years, 376 Credits.**

### *I. Basic Medical and Clinical Sciences Course*

First six semesters (3 years) are dedicated to it. The learning capacity of Basic Medical and Clinical Sciences correspond to 186 credits (186 ECTS).

### *II. Clinical Medicine Course.*

Next four semesters are dedicated to it. The learning capacity of Clinical Medicine course corresponds to 131 credits.

### *II. General Spicialazation Course.*

One academic year (VI course) is dedicated to it – 59 Credits

The educational program considers:

**Development of Clinical Skills:** 10 Credits within particular courses of Clinical Skills, as well as at least 67 Credits within the studies of all Clinical courses; the program (in the basic Medical and Clinical Sciences course) includes at most 48 (present/current possibility) and at least 27 the problem-oriented training courses, where a special training of students is conducted in clinical reasoning and clinical decision-making skills, assessment for feedback.

## **10 Credits of Elective Courses**

Student's **scientific skills are developed** through the 5 courses of the basics of scientific research that **collects at least 10 credits.**

## For PhD Studies

**3-6 Years, 180 Credits**

General Learning Courses 15 credits

Field-specific modules 15 credits

Research Component 150 credits



## **12. Discipline**

The student, as a member of the academic community, is obliged to comply with all the rules, regulations, procedures adopted/declared by the University, that are reflected in student behavior (student regulations) and other documents reflecting student ethics; exists in the University activity practice and serves the strengthening of the University Academic processes, and the development of the activities based on Academic Integrity, as well as mutual responsibility and respect. The Dean will be informed about any inappropriate case for the student. The dean is entitled to response relevantly to such cases, including the termination of the student's status (for the reasons of inappropriate behavior with student status).

The University expects the respectable behavior from the student inside the University, as well as outside of it (in the society); timely showing up at the classes, appropriate attire; responsible attitudes towards administrative personnel and teachers' directions and / or advice; supporting equality; thoughtful attitudes towards patients.

The faculty's responsibility at the University is to preserve high standards of Academic Integrity; Consequently, any attempt of the student to present the work of someone else or any other work that is not fulfilled by him/her (fulfilled by his / her participation); or an attempt to "pass" an exam in an inappropriate form (using certain literature without permission, passing an exam instead of someone else and/or using someone else to pass an exam, etc. See in the Rules of Student Behavior) will be considered as a particularly serious violation; will be considered as the grounds for the student's disciplinary punishment, and as for the work performed by him, it will be annulled.

The decision regarding the termination of student's status and exclusion from the university due to academic violations will not be taken without exploration of the case and without the possibility to be listened to at the disciplinary committee. This approach is applied to every student.

## **13. Forms of Encouragement**

(I) Named Scholarship;

(II) Monthly Scholarship

(III) Discounts for Excellent Students (Discounts for tuition fees)

A) By 25% of the tuition fee for the next year;

B) By 50% of the tuition fees for the next year;

C) By 100% of the tuition fees for the next year;

- (IV) Financing of US Medical Certificate Exams (USMLE);
- (V) Granting the status of the best student of the year;
- (VI) Appreciation for participation in various activities by including into the student's personal file.
- (VII) Scholarships for the students of David Tvildiani Medical University specially established by partner organizations and clinics.

#### **14. Making Amendments to Regulations**

- Any amendments shall be accepted at the faculty's regular or special meeting by voting and by the majority votes of full list of members (no less than 2/3 of votes)
- There may be a necessity to publish temporary regulations for urgent academic procedures. This applies to academic activities, providing guidelines for instructors, close consultation with academic units.

Temporary regulations may be required for:

- Implementing administrative regulations in compliance with the issues of student, faculty, staff security and health promotion
- In the processes of maintaining standards and integrity considered by curriculum and degree-awarding ones.
- In response to students' needs during the last semester, etc.

#### **15. Final Provisions**

The document is approved on the basis of the rector's council decision and rector's order;

Comes into force immediately after signing.

Rector: