



**David Tvildiani
Medical University**

Regulation of Academic Process

Tbilisi 2017

Introductory Provisions

According to the rule on higher education and the present document, the faculty manages the teaching of the students enrolled in the academic program of David Tvildiani Medical University (DTMU). DTMU, The Highest Medical School “AIETI”, Medical faculty (hereinafter medical faculty) guarantee academic rights and freedom. In the context of learning, the abovementioned is mainly implemented by the right of student to enroll in the accredited program, as well as the freedom in the educational process, based on equal accessibility to human, material, educational and research resources and a possibility of expressing own opinion.

1. Academic Calendar

An academic year in DTMU is considered a period from the first September of each year till the 31 August (including) of next year. Each academic year consists of 2 semesters: Fall and Spring semester, including winter and summer holidays. Both semesters consist of 20 – 20 weeks. There is also two weeks period between them for re-examination of oral and quiz examinations. Winter holidays usually continue for at least 2 weeks and summer holidays – at least one month. Teaching goes on for 6 days a week, usually (sessions) from 9 a.m. till 6 p.m.

Days off:

31 December, 1 and 2 January – New Year holidays;
7 January – the Nativity of Our Lord Jesus Christ;
The day next to Easter, Monday – All Souls’ Day – (Dates are transitional);
26 May – Independence day of Georgia;
28 August – Dormition of The Teotocos (Assumption Day);
23 November – St. George’s Day.

2. Enrollment in DTMU

Enrollment in DTMU is possible for Georgian and foreign citizens, those who want to participate in mobility (for more details please refer to the rule on obtaining, suspension, termination, restoring student’s status and recognition of education).

2.1. Enrollment in MD educational programs

2.1.1. **Georgian newcomers who received full general or its equivalent education in Georgia** will get right of enrollment in DTMU after passing common national entrance examinations. Despite passing common national entrance examinations, the newcomers are required to overcome competence limits determined by the university (also is consistent with Georgian Legislation) either in obligatory or field-specific subjects: chemistry, physics, mathematics (chosen by newcomers). As foreign language English is required. In case of competition (newcomers choice and contest score) newcomers are chosen according to contest score and

Common National examination center determines the list of candidates for enrollment in DTMU (as in other higher educational institutions). The list is sent to the university and the students are enrolled in the first semester of the program basing on common national exams, own choice and the contract concluded with the university (no later then 1 October).

2.1.2. **Georgian citizen newcomers-a)**who received full general and/or equivalent education in foreign countryand/or studied in foreign country for last 2 years and b) live/lived, study/studied (in the framework of one academic semester at least for 75 days) and received credits/qualificataion in the HEI recognized by the foreign country according its legislation will obtain the right of studying in DTMU according the N224/norder of 29 December, 2011, issued by the minister of education, ssscience, culture and sports of Georgia (persons considered in the subitem „b” will obtain right of study after successfully passing general skills examination organized by the National Center of Assessment and Examinations).

In case of successfully passing the common national entrance examinations organized by the National Center of Assessment and Examinations (provided since 2019 by the center), Georgian newcomers who received complete general and/or equivalent education abroad, are required to submit application addreesing the rector, a DTMU authority evaluates applicatn’s documents; reasonability of applicant’s enrollment in the program is reviewed and analyzed, as well as for determination of knowledge of corresponding language interview is conducted. In case of correspondence of all conditions the university announces preliminary concent on readiness for newcomer’s enrollment. After passing the procedures condnsidered by Georgian legislation (ref. orders # 98/n, 1.10.2010 and #224/n 29.12.2011 issued by the minister of education, science, culture and sports of Georgia), signing contarct on study, paying tuition fee of the first year and covering agreed administration expenses the newcomer is awarded the status of the university student (ref. the ruleon obtaining, suspending, terminating of sutdent’s status and mobility) and enrollment into the program.

2.1.3.- **Foreign sitizens** who received complete general or equivalent education in foreign country, passed interview conducted by the university authority in order to determine the knowledge of program language (with responsibility of providing videorecording of this interview to the ministry) and obtained the right of study based on the special administrative act issued by the minister of education, science, culture and sports of Georgia, have to submit written application on willing to study in the university or via the university special agents.

For determination of enrollment possibility the university requests for diploma/certificate of complete general and/or equivalent education, marksheet and/or the document on recognition of received education by the national center of education quality enhancement, a motivation letter - “why I want to be a doctor” – (maximum 500 words), etc. MCQ –type English complex test in Chemistry-biology – confirmation with 51% competence limit. After this determines possibility of newcomers enrollment in MD program (including determination of knowledge of English language) and starts implementation of corresponding procedures via direct communication or the agent (ref. agent contract form).

After evaluation of enrollment possibility the Dean (or vice-dean) gives recommendations on possibilities of enrollment into DTMU MD program and arrangements facilitating his/her individual learning.

After passing external and internal procedures (recognition of education by the National Center of Education Quality Enhancement and determining correspondence, interview in the purpose of assessment of program language knowledge, issuing visa to the newcomers, paying tuition fee) the newcomers are awarded active student's status according DTMU registration rule.

In case of decision on enrollment, coming out of academic program specificity and considering the length of procedures independent of university, the university determines when the student will be allowed to start study in the framework of the first and second semesters.

2.2. Enrollment in PhD

Prerequisite for enrollment in PhD is an academic degree – Medical Doctor; enrollment is possible for Georgian and foreign citizens. Enrollment is conducted based on competition announced by the David Tvildiani Medical University.

2.3. Enrollment in DTMU via mobility

Enrollment in DTMU via mobility is conducted according Georgian legislation which also considers existence of places for mobility; and public announcement by the university on readiness for enrollment of students via mobility; the procedure also considers reviewing information required from the applicants of mobility. For enrollment in the university via mobility application on desire of continuing study in DTMU and the document reflecting previous academic education (description of the program from which the student wants to be transferred, hours, credits, subjects and marks) are required. After determining the correspondence of programs the university determines in which semester is possible to enroll the student; also by considering academic achievements and students' motivation (via interview) possibility of continuing and/or starting (from the first semester) study in DTMU; gives him/her corresponding decision before finishing registration procedure in the purpose of mobility. In case of mobility confirmation the applicant will pass standard procedures of enrollment in DTMU: conclusion of contract, registration, individual agreement of financial responsibilities, etc. (ref. mobility, also enrollment, registration form, registration rule and conditions).

DTMU MD students desiring internal mobility into MD ePBL program are required to confirm the knowledge of Georgian language (based on recommendations of accreditation council of 2020).

3. Registration Rule

After enrollment of newcomer in DTMU he/she has to pass registration for activation of student's status, for which presents needed documentation and passes corresponding procedure (ref. the rule and conditions of registration in DTMU) after which will be awarded identification number, will be put in students common registry of national center of education quality enhancement, a document proving student's status will be issued.

Registration term is determined as 10 working days from the date of starting academic process; in case of impossibility to pass registration in this period the newcomer addresses the university in written manner (by presenting the reason) requesting to make exception from rules; the rector makes individual decision on suspension of student’s status or postponing it for rational period considering the reasons of non-appearing on registration.

DTMU students also has to pass Semester registration, including for validation of the contract between the student and the university, to cover ongoing semester tuition fee in the terms determined by the contract; He/she also has possibility to inform the university on objective or subjective hindering reasons in written manner. Otherwise after passing of registration term the university has right to suspend student’s status according the rule and the term determined by the law (ref. “The Law on Higher Education”; The order on approving “The rule of student’s status obtaining, suspending, termination, mobility and recognition of obtained education” by the minister of education and science of Georgia; DTMU Statutes on student’s status obtaining, suspending, termination, mobility and recognition of obtained education; the contract concluded between the student and the university).

DTMU student has responsibility to register for module if semester fee, as exception and considering the reasons, is allowed to pay portionwise by the Rector.

Registration is requested when choosing elective: the student addresses the Dean 6 earlier for taking elective course abroad and 1 month earlier for taking it in Georgia in order to agree individual plan, confirmation and registration.

4. Tasks and Examinations

4.1. These regulations belong to the tasks requested in fall and spring semesters – ongoing teaching, final semester and stage examinations. Questions with requests for explanations and exceptions are addressed to the faculty Dean who is able to address corresponding people and/or services.

4.2. These regulations are used for all subjects (courses, modules) of MD program and all levels of teaching. In most of the academic courses teaching is going on as rotations; classes are held everyday except Sunday; during academic year the student obtains 60 credits. Also, it is possible to increase academic load but maximum 75 credits during the academic year (The order of the ministry of education and science of Georgia, 5 January, 2007, on “approval of calculation of credits of Higher Educational Programs”); in most of the courses 1 credit is equal to 30 hours where 16hs are contact hours and 14hs are student’s independent workload. Each academic course of the module considers development of specific (correspondent) knowledge and competencies everyday; which is confirmed with corresponding assessment (current); a prerequisite for admission of the student to the final examination of module is positive mark (at least “E”) in current assessment (in assessment component); The student is allowed to take final examination in the module twice in semester: “examination” and/or “re-examination” dates are (before the semester starts) determined by the schedule. In ongoing modules (determined/planned by the schedule) teaching and assessment finish in the semester (ref. #3 order on the rule of calculation of credits of higher educational programs issued by the minister of education and science of Georgia), academic and examination schedule is determined and

published by the study department: dates of final examinations do not change, changes are allowed as exceptions by the Dean (considering substantial reason).

Medical Doctor programs are conditionally divided into three parts stages: I – Theoretical (basic) Medical course; II – Clinical Medicine Course; III – Clinical Clerkship.

On the I stage in „Theoretical (basic) Medicine Course” teaching/learning/assessment the format of in-class/laboratory/virtual teaching and learning is high and they are based on understanding the issues and examples of human health and pathologic conditions (a valuable example of understanding clinical significance, identification and solving the medical problem, clinical case and scenario, etc.); on starting the judgment of clinical case and correct approaches to the patient communication and development of skills, including simulated patients; additionally, access (courses of principles of diagnostics) to clinical practice is also included here, training in clinical skills; starting development of scientific skills and discussion of the most important ethical values for medical professionalism.

Progress in students’ knowledge and development of professional skills is assessed continually (ongoing and final assessments; assessment in oral and written format, group activity and communication skills, reasoning and making decisions, analysis and synthesis, etc. Skills (ref. MD programs, “learning outcomes”, as well as syllabuses); thus, the students get assessment by semester and feedback from the teachers in medical knowledge and development of skills, including recommendations needed for progress in them; that is the prerequisite for admission to stage examination (final stage examination in basic medicine) after which he/she continues study at next stage of the program.

II stage– in “the Course of Clinical Medicine” teaching/learning/assessment is practically conducted at clinical bases in the framework of all courses where the objective of the program is reasoning–acknowledgment of diagnostics and management principles of typical clinical presentation, also rare and/or atypical cases, discussion and understanding the basic medical issues conditioning them in clinical context and on the example of individual patients; despite clinical sessions it considers bedside teaching and learning, supervision of each patient (including the possibility of observation of treatment and management) understanding entire picture of clinical activity (management protocols, relation in the clinic, relation with the patient and his/her family members, ethical issues, problems, values, etc.) via communication and consultation with the patient and other professionals (other physician of the clinic, nurses, other members of medical team); clinical rotations consider ambulatory and hospitalized patients, all ages (and age specificities), the most important branches in the medical field (patients with neurology, cardiology, oncology, surgery, etc. problems).

Assessment of students knowledge and development of professional skills is conducted in all main medical specialization fields (ref. the program) reflected in ongoing and final assessments conducted in oral and written formats, analysis of portfolio, bedside evaluation of patient, either in medical knowledge or professional and practical skills; thus, admission to final stage examination in clinical medicine as well as “satisfying” assessment in knowledge and skills is a prerequisite for admission to the third stage of the program.

III stage – clinical clerkship is the course oriented on clinical practice: here the formal theoretical sessions are minimal and student’s medical knowledge (obtained on 1-5 years) is “tested” and developed according solving and determination of patient’s individual needs. The student fulfils physician’s (licensed) instructions and/or acts for patient (bedside) under supervision of the teacher and/or the head of the department, helps in manipulations, does duties (as a subordinate), etc. In clinical clerkship practice is obligatory in Internal Medicine and Surgery Obstetrics and Gynecology, Pediatrics, Infectious Diseases and Neurology. Also, as an elective course (and for realization of choice for future increase of career) it has possibility to take practice inside the country and/or abroad in partner hospitals of the university and clinical bases; reinforce clinical skills and develop scientific competencies; practically understand health care organization and management, legal aspects of medical activity.

Currently training in professional practice is delivered in the format of controlled self-learning; thus, an ability of using knowledge in practice and a progress in professional skills are assessed by the analysis of conducted work (analysis of portfolio/Log-book), the reports on communication between the patients and the colleagues and in other skills; for final admission (to qualifying examinations) his/her ongoing assessments are positive and also his/her interdisciplinary assessment is positive according Dean’s Council conclusion.

Qualifying exam is conducted in following disciplines: Internal Medicine, Surgical disorders, Obstetrics and Gynecology, Pediatrics, Infectious and Nervous disorders.

Qualifying examinations (despite defence of thesis, ref. below) in the context of this regulation are not reviewed as disciplines or modules so credits are not awarded for them.

Qualifying examination commission members are: professors of corresponding direction of the university.

The Head – invited member of professional society, employer and/or the person having high interest to the program.

4.3. Units of Educational Program

(i) In the framework of the discipline (and/or module) academic program (course) unit is determined by the head of the subject if it is not explained in different way in the program. Educational program units are, particularly, lectures, seminars, exercises, laboratory work, practical training, final thesis.

(ii) The student is obliged to complete the educational program units reflected in the informative form (syllabuses) of the course. Missing the unit (format) considered by the academic program can be considered pardonable after presenting corresponding document; in the same time, the student has to recover missed hours or the recovery may be determined in different format by the teacher (for example: seminar work).

(iii) Lectures, usually, are conducted by the professors and associate professors. The content of lectures is a subject of the curriculum, facilitates understanding of the course and entire module (integrated course organized around the systems and/or the themes).

(iv) Seminars serve for the development and deepening of discipline lecture part and explanation of new scientific knowledge.

(v) Practical trainings serve purposeful training of deepening the knowledge, skills and habits needed for perfection of practical and theoretical knowledge in the subject.

(vi) The goal of tutorials is supervising the students in the determined framework of the content and methods of learning; for facilitation of the progress in the scientific, research and professional activities the tutorials may alternate some forms of teaching or facilitation of students' preparation for exams.

(vii) The goal of professional practice is enforcement of the knowledge and skills and their verification in the practice, also obtaining new knowledge. According the regulation the Dean is responsible for determination and organization of professional practical details.

(viii) The student (PhD student) with post-diploma education is responsible for completing the academic program units according the academic program and individual processing (self-study) of the literature related to the thesis. The practice of study or other professional activity related to learning activity more than 4 hours per week (in average during the academic year) is the part of post-diploma (PhD) preparation during the full load study.

4.4. PhD study

The program continues 3 (minimum) – 6 years and considers completing 180 credits in sum. 30 credits out of this is devoted to study component, the program is finished with the defense of scientific-research work (thesis).

Necessary prerequisite for the defense of thesis is existence of theoretical, experimental or clinical results significant for medical-biologic sciences and completion of obligatory 30 credit academic component containing various academic courses and activities. After public defense of thesis a PhD student is awarded academic degree of PhD.

Implementation of educational program contains following components:

- Theoretic teaching:
 - General modules.
 - Structured scientific (field) modules:
 - ✓ According scientific research direction;
 - ✓ According scientific research methodology;
 - ✓ According field direction.
- Thesis research:
 - Stages of process are

- ✓ Creation of plan of practical work at research project written according the academic semester;
 - presentation of the project at academic council
 - presentation of the project for obtaining financing
- ✓ Searching/processing scientific literature related to the thesis according the semester;
- ✓ The plan of gradual presentation of research results on scientific conferences;
- ✓ Calendar plan for preparation/publication of publications;
- ✓ Design of the thesis and preparation for defense.
- Academic activity:
 - ✓ Participation in the specific part of undergraduate MD program academic course;
 - ✓ Tutorship of students’ scientific society;
 - ✓ Supervising students scientific-research work.
- Conducting research work in the field of Medical education (elective).

5. Scores (Marks)

5.1. Scores (and corresponding marks) must be awarded in the end of semester in the academic course and the module. Scores (marks) awarded once do not change except in case when technical mistake is revealed; also when the student has re-examination of the failed oral or written examinations and obtains positive assessments in mentioned examinations; also when the student repeats the whole module of the program module, academic course and obtains corresponding assessments and credits, reflected in diploma supplement.

5.2. Scores (marks) awarded to the student (MD) completed academic course and work in the module satisfactorily are as follows:

- a) 5 type positive assessments:
 - a.a) (A) excellent - 91% and more of maximal assessment;
 - a.b) (B) very good - 81-90% of maximal assessment;
 - a.c) (C) good- 71-80% of maximal assessment;
 - a.d) (D) satisfactory - 61-70% of maximal assessment;
 - a.e) (E) enough - 51-60% of maximal assessment;

5.3 When the student obtains unsatisfactory assessment credits are not considered passed in the module and it means following assessments:

- b) two type negative assessments:
 - b.a) (FX) could not pass - 41-50% of maximal assessment meaning that the student needs

more work for pass and is given one more chance to take additional examination after independent work.

b.b) (F) failed - 40% and less of maximal assessment meaning that the work conducted by the student is not enough and he/she has to pass the subject/module another time again.

- The student “is not allowed” to sit the final semester examination means that her/his progress was unsatisfactory during the course, had missed hours (and needs recovery of the course) or did not do tasks or “did not appear” on oral exam or both of them. I.E. all prequiz (before the final semester examination) requirements must be satisfied at least at minimal level to admit the student on exam. During the semester unsatisfactory study due to missed classes (which were not recovered, recovery during the semester was not possible) is fixed as F.

5.4 For admission to the module final examination the student must have “positive” assessments in all subject blocks either in sum or in separate components (minimum 31 – maximum 60) such as:

- Everyday activity (may be divided into various type activities reflected in syllabus)
- Oral exam – in the end of rotation

5.4.1 Assessment in each component is reflected in the mark (for example: Mark 5, grade - A) according to the item 5.2. Thus, “positive” assessment means >51% i.e. in the limits of E-A.

5.4.2 The final semester examination – for example: quiz is 40% of final assessment.

5.4.3 For subject/module final assessments in 100 points score system assessment in each component is calculated in percent distribution determined/reflected in specific syllabus.

For the assessment in the component 5 level system is used: A (5), B (4), C (3), D (2), E (1) where E is a positive assessment determined as “enough” – 51% or more of maximal assessment; the score obtained in the component is calculated considering the percent (%) determined for the component in the final assessment which is placed in 100 points score system and is added to assessments obtained in other components by similar principle.

Particularly:

- 15% component in 100 points score system participates with following distribution: A (5) – 15 points, B (4) – 12,75 points, C (3) – 11,25 points, D (2) – 9,75 points, E (1) – 8,25 points;
- 20% component in 100 points score system participates with following distribution: A (5) – 20 points, B (4) – 17 points, C (3) – 15 points, D (2) – 13 points, E (1) – 11 points.
- 30% component in 100 points score system participates with following distribution: A (5) – 30 points, B (4) – 25,5 points, C (3) – 22,5 points, D (2) – 19,5 points, E (1) – 16,5 points.

Examples:

Example N1: the Module of Gastrointestinal system – Subject Pathology

The student is assessed in everyday activity: theoretical knowledge (20%) and PBL activity (15%), as well as in obtaining clinical experience (5%).

The student has following assessments:

In preparation of theoretic material (arithmetic mean of obtained assessments) – B (4) which in case of 20% part comprises 17 points; in PBL the activity as A (5) that with 15% part comprises 15 points, also he/she participated in observation on clinical work (5 points). Thus, summative assessment in everyday activity is $17+15+5=37$ (maximal 40 points). In oral exam the student obtained A (5) comprising 20 points (with 20% part);

Thus:

The sum of pre-quiz points is $37+20=57$ points (out of maximal 60)

Example N2: The module of gastrointestinal system - subject PCD.

*The student by everyday activity in theoretic knowledge and practice obtained C (3) – an average of obtained assessment, that in case of 20% part comprises 15 points; in clinical skills (mini OSCE) obtained D(2) that in case of 20% part comprises 13 points; in oral exam – C (3) that calculated by 20% part comprises 15 points; *Thus:* the sum of pre-quiz points comprises $15+13+15=43$ points (out of maximal 60).*

The abovementioned examples are given only for explanation. In practice is is calculated in e-registry (software), does not waste teachers time and is accessible for the students individually.

5.5 For the first year students of MD program in the first semester in 3 weeks after starting the learning process in the semester (the first module), in 4 weeks (the second module), in 3 weeks (from the beginning of the third module), the coordinator of the first year must present to the Assistant Dean the list of the first year students being under the risk of negative assessment. The copy is given to the Dean. A coordinator and the assistant dean (the Dean if needed) initiate discussion of each student’s achievements (identification of strength and weaknesses) in the purpose of suggesting support.

5.6 For the assessment of PhD student thesis work and Master’s work of MD following system is used:

- a) excellent (*summa cum laude*) – excellent work;
- b) very good (*magna cum laude*) – the result overcoming all requirements comprehensively;
- c) good (*cum laude*) – the result overcoming all requirements;
- d) average (*bene*) – the result satisfying all requirements comprehensively;
- e) satisfactory (*rite*) – the result satisfying all requirements despite all deficiencies;
- f) unsatisfying (*insufficienter*) – the result not satisfying all requirements due to significant deficiencies;
- G) completely unsatisfying (*sub omni canone*) – the result not satisfying all requirements completely.

In case of obtaining the assessment considered in “a”-“e” subitems of the item the PhD student is awarded an academic degree of PhD.

In case of obtaining an assessment considered in “f” subitem of the item the PhD student is awarded the right to present thesis work processed during one year.

In case of obtaining an assessment considered in “g” subitem of the item the PhD student loses the right to present the same thesis work.

6. Scientific-research work in MD program and/or thesis in PhD program

(i) For MD thesis work (equal to Master’s level) or Dissertation in PhD the student must show creativity in the research field existing in the framework of academic program.

(ii) By the defense of the dissertation readiness for scientific research and creativity of the PhD student is confirmed. Determination of main features of final Thesis (dissertation), preparation of the dissertation, admission to the defense and defense is regulated by the “Law on higher education” and internal regulations approved by the Rector’s order in DTMU.

(iii) MD program students research themes must be registered in the beginning of the fifth year of study (at the latest). The student applies the Vice-Dean concerning research issues (own idea or from the list of research themes announced by the DTMU); If the student develops own research idea then names the supervisor him/herself and in such case he/she needs his consent from that person (and/or the department).

(iv) For MD students the Dean registers:

ა) The title of student’s research work

ბ) The supervisor as well as supposed resident

გ) The day of defense of research work

(v) The student works at research work under support of the supervisor.

(vi) The referee assesses the work (in case of PhD - opponent) and presents written conclusion.

(vii) The student has right to be acquainted with the conclusion of the supervisor and the opponent 3 days before defense (at the latest).

(viii) Defense of scientific research work belongs to qualifying exams.

(ix) Defense of scientific research work is assessed by the marks from A to Fx.

(x) The scientific-research work is written in Georgian or English language. If the work is written in Georgian, the abstract, at least one page, is requested in English or vice versa.

(xi) After defending the scientific-research work, including, in e-format, is delivered to the library for archive, bibliographic registration and publication. Conditions for publication are described according to the university regulations (is approved by the Rector’s order).

7. A design of the scientific research work (of Master’s level):

- **The pages of introductory part:** the title page or the front page (in the middle of the page the title of Mater’s work is written); the abstract maximum the half of page in Georgian and English languages reflecting shortly the urgency, goal of the theme and main news; The content; the list of abbreviations; schemes; the list of tables and graphs.
- **The main text:** content; review of literature; the material and methods of the study; results of own rstudy; discussion; conclusions;
- **References:** the list of literature according determined rules.
- **Appendix:** if exists. ს

The amount at least 50 pages.

8. Design of Dissertation Thesis (PhD):

- **Pages of the introduction part:** the title page (front and internal frame); plural contents; content; the list of publications around the dissertation, abbreviations and the list of abbreviations, schemes, tables and graphs.
- **The main text:** an introduction; review of the literature; research material and methods; results of own study; discussion of the results; conclusions; practical recommendations
- **The list of references**
- **Appendix: if exists.** ბგგგგგგგ

9. Design of auto-abstract (PhD):

- **The autoabstract must be done in Georgian and English languages**
- The structure of the **auto-abstract:**
 - General description of the work
 - Urgency of the problem
 - The goal of the research
 - Objectives of the research
 - Scientific news
 - Theoretical and practical values of the work
 - Approbation of the work
 - The structure and the volume of the dissertation
 - The design and the methods of the research
 - Research results and discussion
 - Conclusions
 - Practical Recommendations

- The list of scientific works published around the dissertation

10. Assessment of the Teaching in Sum

(1) Assessment of the MD teaching in sum is done only in case of satisfactorily finished the study; is assessed by two stages and two type Diplomas are issued

a) with Honors – is issued the Diploma with Honors

b) an ordinary - is issued an ordinary Diploma

(2) The graduate distinguished her/himself with stable high academic achievements and excellent behavior during the study in MD program is awarded the Diploma with Honors.

a) The stable high academic achievements consider assessment “A” in summative and disciplinary assessments of 75 % of academic modules and courses of entire program; assessment “B” in 25% of courses and modules. Excellent assessments in qualifying examinations.

b) During the entire study period the student must not have disciplinary punishment.

(3) If the requirement of (2) are not satisfied then the student is assessed as defined in (1) b item.

11. Finishing of the Study

(1) The student finishes study in the terms determined by the university.

(2) The documents proving that the student finished study and awarding academic degree are the university Diploma, Diploma supplement and the certificate of qualifying examinations.

(3) The documents of graduation (Diploma, Diploma Supplement and the certificate of qualifying examinations) are issued by the university; Diplomas are handed at graduation ceremony.

(4) Despite finishing the study timely learning can be stopped in following cases (ref. Statute – on extra semester, extra credits, their concept, the rules and the conditions of passing them):

a) Student’s status is suspended or terminated by own or the university decision;

b) The student exceeds the standard duration of the teaching, using the right of study in extra semester but maximum 10 semesters (5 years);

c) The student is transferred to another university.

12. Termination of the study

- a) Can not reach the academic outcomes determined by corresponding stage of the academic program.
- b) In case of disciplinary punishment by the decision of Disciplinary Council.

13. Qualifications

13.1. Qualifications on which the candidates are recommended are MD, MD educational program, one-step; MD ePBL program, one-step, PhD (PhD education program in biomedical and public health sciences, academic degree of PhD).

13.2. For awarding the MD degree the student studies at least 12 academic semesters finished by the completion of program teaching. The student who finishes the program satisfactorily is recognized study according the faculty rules and regulations or ongoing requirements.

Ongoing requirement:

MD program

6 years, 360 ECTS.

I. The Course of Basic-Medical and Clinical Sciences.

It is devoted the first five semesters (2.5 years). The volume of the theoretic (basic) study is 150 credits (150 ECTS).

II. The course of Clinical Medicine:

It is devoted next five (VI – X) semesters. The volume of the clinical study is 150 credits (150 ECTS).

III Clinical Clerkship

It is devoted one academic year (VI year) – 60 credits.

The educational program considers:

Development of clinical skills: clinical skills separate academic course in the framework of 10 credits, also in the limits of all clinical courses at least 67 credits.

10 credits of elective courses

Development of student’s scientific skills is conducted via 5 academic courses of principles of scientific research which in sum comprises at least 10 credits.

For MD (e-PBL) program

6 years, 376 ECTS.

I. The Course of Basic-Medical and Clinical Sciences.

It is devoted the six semesters (3 years). The volume of the theoretic (basic) study is 186 credits (186 ECTS).

II. The course of Clinical Medicine:

It is devoted next four semesters. The volume of the clinical study is 131 credits.

III Clinical Clerkship

It is devoted one academic year (VI year) – 59 credits.

The Educational Program Considers:

Development of clinical skills: clinical skills in separate academic courses in the framework of 10 credits, also in study framework of all clinical courses at least 67 credits; the program considers (in basic medical and clinical sciences course) maximum 48 (existing/ongoing possibility) and minimum 27 problem oriented academic courses where the special training of students is conducted in clinical reasoning and clinical decision making, assessment in the purpose of feedback.

10 credits in elective courses

Development of **student’s scientific skills** is conducted via 5 academic courses of principles of scientific research **comprising in sum 10 credits.**

For PhD Teaching

3-6 years,180 credits

General academic courses 15 credits

Field modules 15 credits

Scientific component 150 credits

12. Discipline

A student, as a member of the academic society, is obliged to follow all the norms, rules, regulations of the university given in the documents reflecting students' behavior (Internal Regulations for Students) and ethics; exists in the university activity practice and serves enforcement of academic process in the university, conscientiousness, mutual responsibility and development of the activity based on mutual respect. The Dean will be informed on any inappropriate behavior of the student. She/he is authorized to react adequately on such cases, including rising the issue of terminating the student's status (according student's inappropriate behavior).

The university expects from the student respectful behavior in the university and out of it (in society); timely appearance for classes, correspondent look; responsible attitude to the tasks and/or advices of administration and teachers; supporting peers; empathic relation with the patients.

The faculty is responsible for keeping high standards in academic fairness in the university; so an attempt from the student to present the work of other person as an own one not done by him/herself (her/his participation), or “passing” an exam with inappropriate form (using some literature without consent, taking exam instead of other person and/or using someone else for passing the exam, etc. ref. the rules for students' behavior) the attempt will be considered as an especially serious breach; it will be the bases for disciplinary punishment of the student and the work presented by him/her will be cancelled (ref. “The Procedures of Academic Deviation and Sanctions”).

In none of the cases the decision will not be made until the investigation is conducted and discussion at Disciplinary Committee.

13. Forms of Stimulation

(I) Nominative scholarship;

(II) Monthly scholarship;

(III) benefits for excellent students (benefits of tuition fee):

ა) 25% of next year tuition fee;

ბ) 50% of next year tuition fee;

გ) 100% of next year tuition fee;

(IV) Financing Licensure certificate (USMLE);

(V) Awarding the status of the best student;

(VI) Announcing gratitude for various activities with fixing it in student's personal case;

(VII) Scholarships especially arranged for the students of David Tvildiani Medical University by the partner organizations and clinics.

14. Students Services

Students services consider the structures and services of the university whose responsibility is “communication”, “support”, “revealing the problem”, etc. for the students in the framework of their business; also the university units created for special reason (for example: career development support service, “Service of Dyslexia”, etc.).

15. Amendments in Regulations

- Any amendment is made on regular or specific meeting of the Faculty by balloting list with the majority of the voices (at least 2/3 of voices)

- There may be also need for publishing temporary regulations for emergency academic procedures. This considers academic activities, delivering guiding directions to the instructors, close consultation with academic units.

Temporary regulation may be needed:

- For making administrative regulations correspondent to the support of students, the faculty, staff's safety and health.
- For keeping standards and conscientiousness in the processes considered by the curriculum and awarding the degree.
- For reacting to the students needs in the last semester, etc.

16. Final Provisions

The document is approved by the decision of The Rector's Council and based on Rector's decree;

Is valid as soon as is signed.

The Rector: