



# David Tvildiani Medical University

## The Procedures of Development, Approval, Changes and Cancelling of the Educational Program

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David Tvildiani Medical University makes the rules and conditions for development, approval, changes and cancelling of educational programs. When determining the procedures it acts according either the legislation of Georgia and normative acts under the law or the Statutes of the university, the Statutes of “AIETI” Highest Medical School, Regulations of Educational Process and other internal acts of the university.

### **1. Development and planning of educational program**

- 1.1 Initiation of educational program can be implemented by the member (members) of academic society, service of strategic management and development of the university, medical education center, quality assurance service, initiative group, considering the results of different surveys conducted by the university (labor market, employer, students, graduates, partner higher educational institutions).
- 1.2 Basis for the initiation may be analysis of labor market and/or requirements of the employers, research priorities of the university, collaboration with foreign and local higher educational institutions and research centers, the will to implement joint and/or exchange educational programs, possibility of program development in the framework of project.
- 1.3 For program development planning requirements of labor market/university research priorities/consultations (feedback) with extra partners/field specificity/the best local and international practice, corresponding budget must be considered.
- 1.4 The procedure of program planning and development in DTMU considers and bases on DTM policy of program planning, processing and development (appendix 29 – the policy of program planning, processing and development).
- 1.5 In the process of program planning and development following must be considered: the number of the students to be enrolled, number of needed academic staff, which must correspond the valid university regulation and provide the quality of components considered by the program and various services of students support; infrastructure, technical equipment, educational resources, financing, etc. Needed for program implementation.
- 1.6 Developed program is presented to Curriculum committee for discussion; the program must be accompanied with all documents determined by the university educational program evaluation criteria and the conclusion of the university quality assurance service.
- 1.7 In case of making positive decision by the curriculum committee it is sent to the academic council for approval.
- 1.8 In case of positive decision by Academic Council and program approval the program is presented to the management group and quality assurance service in the purpose of external assessment and accreditation goals, for planning and implementation of further processes and procedures.
- 1.9 In case of approval of the program by academic council and preliminary budget by the management group, documents corresponding to the program with self-assessment report is presented to the national center of educational quality enhancement in the purpose of program accreditation.
- 1.10 In case of passing program accreditation procedures and corresponding decision on program accreditation by accreditation council the faculty is authorized to put educational program into operation.

## **2. Making changes in educational programs**

- 2.1 Making changes in ongoing educational program is planned/conducted in the purpose of improving learning/teaching process and its development. Before starting the semester but not later than one month before semester starts;
- 2.2 The reason for changes can become findings revealed in the result of systemic evaluation considered by internal quality mechanisms of the program, external evaluation of the program, students, graduates or interested persons’ feedback data from questionnaires on studying satisfaction with program, etc.
- 2.3 The reason for changes can be accreditation experts’ recommendations concerning the program in the framework of accreditation or program monitoring visit;
- 2.4 The reason for changes can be medical education center (MEC) which studies scientific researches in education (medical education) field in the purpose of educational programs development and existing experience based on the best practice; for their study, possibility of adaptation and determination of appropriateness of DTMU program development;
- 2.5 In the purpose of curriculum development MEC closely collaborates with the faculty and education department, other administrative groups of the university, committees and the groups of academic society members.
- 2.6 Changes to be implemented are discussed by the dean of faculty, head/heads of the module/course, representatives of education department and the staff included into the program, quality assurance service and other interested persons. Decision with the conclusion of quality assurance service is presented to curriculum committee and then to the academic council for review;
- 2.7 Information concerning made decision on changes is notified to the university quality assurance service and all structures related to the implementation of mentioned changes;
- 2.8 Changes made in the program and monitoring on them are reflected in regular internal self-evaluation reports of program implementation and information is delivered to the national center of education quality enhancement.

## **3. Cancelling of the Academic program**

- 3.1 The reason for cancelling the academic program can be the weaknesses and risk-factors revealed during the evaluation of program implementation, such as e.g.: lack of material and human resources needed for the implementation of the program, non-existence of interest from the students to the program coming out of labor market requirements, etc.
- 3.2 Initiation of academic program cancelling can be implemented by the management group, the university quality assurance service, which is presented to the academic council and curriculum committee;
- 3.3 The idea and arguments for cancelling the program is presented to the university academic council for review and making final decision;
- 3.4 The decision of cancelling the academic program is sent to the university quality assurance service and legal services, all corresponding structural units for planning and implementation of further processes and procedures;

3.5 Making the decision of cancelling the academic program is conducted considering the guarantee of protecting students interests (ref. The rule of providing the student with further education in case of academic program changes or cancelling).

#### **4. Development of Individual Academic Plan**

- 4.1 Development of individual academic plan is conducted to provide students' distinguished requests, special educational needs and academic preparation, as well as uninterrupted inclusion into the academic process;
- 4.2 Individual academic plan must consider academic plan, learning/teaching, assessment forms and conditions adapted to students distinguished requests, their academic preparation and special educational needs;
- 4.3 During the development of the individual plan for the students with special education needs the university considers possibility of implementation of the education program in adapted environment and providing with corresponding human resources in case of necessity;
- 4.4 Individual education plan can also be created in case of changing or cancelling the academic program initiated by the university;
- 4.5 Individual education plan is developed by the Dean's office with involvement of all corresponding services and is approved by the Dean of the faculty.