

David Tvildiani Medical University

Newcomer Students' Guide

Welcoming

Dear Students, Welcome to DTMU!

We take this opportunity to congratulate and welcome all the students who have been admitted to study in David Tvildiani Medical University. You are about to begin one of the most exciting times in your life.

We hope that this short guide will be of value as you start your orientation at the University and in Georgia. During orientation, you will have the opportunity to meet representatives of various structures and services; learn more about strategies for successfully adjusting to university life; get familiar with teaching and learning processes, examination and academic progress rules. We will also provide practical and valuable information on policies, programmes and services that are available to promote a conducive environment for education and training for the real world in support of your success.

Having read this guide you will learn about the services that we offer, responsible persons and their contact information, which will definitely contribute to your success. Moreover, do not hesitate to contact us in case you are in doubt about anything or should you be seeking any assistance.

You will find highlights of each relevant service below:

New student registration, mobility, student status,
Dean's Office, Coordinators,
Students' Code of Ethics,
Library,
Research Unit,
Student Career Development and Alumni Services,
Student Organizations,
Tutor Support,
Financial Department and Scholarships,
Legal Assistance,
IT Support,
Student Psychological Consulting and Special Needs Services,
Health Insurance,
Residency Permits,
Location, Accommodation and Transportation,
Safety,
General Contacts

Registration Office and Student Mobility

New coming students must undergo registration, which take a few minutes to complete. You should also approach this contact point for mobility related questions. This is also the office to suspend or terminate your student status, in case there is such a necessity. For further information contact:
Nana Gugushvili: ngugushvili@dtmu.edu.ge

Dean's Office, Coordinators

Dean's Office is responsible for faculty processes management and coordination. This is the place to approach for any education related topics, personal documentation requests, or advice. Primary contact points for students are their relevant coordinators, who, when needed, will forward you to specific person, whether there is a request of documentation, certificates, concern on assessment, or any other issues.

The contacts of Dean's Office are:

Dean: Prof.Nino Tabagari: dean@aieti.edu.ge

Vice Dean in student Affairs: Iuri Migriauli: iurimigriauli@dtmu.edu.ge

Vice Dean for Medical Education: Paata Tsagareishvili: vice_dean@aieti.edu.ge

Vice Dean for Research: Tinatin Zurashvili: tinazurashvili@dtmu.edu.ge

Deans' Assistant: Lela Nadashvili: assistantdean@dtmu.edu.ge

I Year: Nana Gugushvili: ngugushvili@dtmu.edu.ge

Magdalena Lagazashvili: magdalenalala@hotmail.com

II Year: Lika Kvaratskhelia: Likakvaratskhelia6@gmail.com

Lika Katsitadze: katsitadze.lika@gmail.com

III and IV Years: Anna Liparteliani: a.liparteliani@dtmu.edu.ge

Tamar Adamia: tadamia@dtmu.edu.ge

V Year: Tamar Mgeladze: t.mgeladze@dtmu.edu.ge

VI Year: Ia Gogiberidze: iakogogiberidze@dtmu.edu.ge

Syllabi, Timetables, Examinations, etc.

You can find details on academic calendar, education stages, examinations and formats, qualification, disciplinary accountability and further support services in the document titled "University Educational Process Rules" (see: www.dtmu.ge/regulations). Further guidance can be obtained from your coordinator.

Student Code

Student Code is a document advising and regulating student behavioral and social accountability at the University. Detailed and thorough insight into the document is strongly advised. Please find the document at the following web address: www.dtmu.ge/regulations.

Library

The DTMU Medical Library is named after Daphne Hare, an American physician who curated a collection of medical literature and donated it to our library in order to stimulate medical education in Georgia and to foster a new generation of physicians through the newly established “AIEITP” medical school.

Founded in 1995, the library has been since then contribution to the educational enhancement of its students based on current international medical standards and experiences. The library provides educational and research resources (including online resources, access to online depositories, platforms and databases), relevant training and assistance to DTMU students, staff and affiliated physicians as well as any other interested person. You can approach/contact library for instructions on online resource (www.who.int/hinari) Library working hours are Monday-Saturday from 10: 00 till 20: 00. You can contact library at: library@aicti.edu.ge

Research Unit, Student Research Opportunities

The Research Unit is responsible for research support, both technical and contextual. You should approach this service if you want to improve your research skills, have a research idea, want to receive feedback on your proposal, or just want to find collaborators to discuss research environment and develop research ideas, learn how to design a proposal, apply for funding (including small student grant opportunities) and later implement your projects. For all of this please contact Prof. Ilia Nadareishvili: i.nadareishvili@dtmu.edu.ge

Student Career Development and Alumni Service

Headed by Prof. Eka Sanikidze, the service will provide career development guidance, inform on extra-curricular opportunities, personal development formats, informal education and further consultancy on various student support services. Individual Consultations: Tuesday - 9: 00-11: 00, Wednesday - 16: 00-18: 00, Group Consultation – Friday -16: 00-18: 00, email: e.sanikidze@dtmu.edu.ge

Student Organizations

Students are represented at all managing, decision-making and communication platforms active in the University (Academic Council, Rectors’ Council, Faculty Council, Curriculum Committee, etc.). This is primarily accomplished by the Students’ Council, with respective representatives to various University units. There are also more specific student unions, such as Students’ and Young Scientists’ Scientific Association as well as interest groups in Surgery, Vaccinology, Gynecology, Neurology etc. DTMU students are further open to global medical student community, as well as national representation through Georgian Medical Students’ Association, a National Member Organization of the International Federation of Medical Students’ Associations (contact: gmsa-georgia@ifmsa.org). Other relevant contacts are: Students’ Council: Giorgi Aladashvili (galadashvili@gmail.com), SYSSA (research): Tinatin Kuchukhidze (kuchukhidzetiko@gmail.com), SIGA (surgery): Avto Kochiashvili (avto.koch@gmail.com): GIGA (gynecology): Ana Metreveli

(anmetre@gmail.com), AIVA (vaccinology): Tamar Ratishvili (tattaratishvili@gmail.com), SIGN (neurology): Meri Sazuashvili (merisazuashvili@gmail.com).

Tutor Support

Junior students at DTMU have an opportunity to receive education support in basic subjects from their seniors. There is high experience in tutoring, exchange of own experience in education progress. Tutors also exchange experience in several clinical skills directions (currently through the 3 interest groups in surgery, obstetrics-gynecology and neurology). Vice-dean for student relations, Dr. Iuri Migriauli coordinates these processes (contact: iurimigriauli@dtmu.edu.ge)

Financial Support and Scholarships

DTMU operates several student financial support mechanisms, including scholarships for students with high academic performance, student research grants, financial support for participation in scientific conferences, workshops, or student associations' meetings, locally or internationally. In case you have technical problems with financial transactions (payment of tuition fees, receiving your financial support) please contact the Financial Department at fiancne@dtmu.edu.ge. For scientific event participation financial support or research funding opportunities please contact i.nadareishvili@dtmu.edu.ge. While if you would like to receive further information on scholarship opportunities, or financial support for participation in student lead organizations' meetings, assemblies, etc. please approach your coordinator.

Culture and Sports

DTMU students are regularly involved in culture and sports activities, including traditional "fresher's party", traditional culture nights, cricket competitions, other athletic events. In case of interest please contact I. Keleksakshvili: kelekhsashvili@dtmu.edu.ge

Legal Office

For any legal issue, advising on regulations and provisions, as well as national laws affecting your education please contact the Legal Office: Head of Department: Nino Giorgadze: lawyer@dtmu.edu.ge

IT Support

For IT support, internet connection, software support related to your educational processes please approach the IT Support service: Head: David Demetrashvili: d.demetrashvili@dtmu.edu.ge, System administrator: Levan Chubinidze: l.chubinidze@dtmu.edu.ge

Students' Psychologist Consulting, Special Needs Services

DTMU provides various support services to students with special needs. Those who don't evident disabilities or special needs are strongly encouraged to inform dedicated service. Confidentiality is totally protected! The University provides psychologist consulting, as well as support and risk assessment on several mental health or neuropsychological disorders. Again, confidentiality is guaranteed. In case of relevant need please contact: Nino Maziashvili: n.maziashvili@dtmu.edu.ge

Health Insurance

Foreign students starting studies in DTMU receive health insurance for 1 year term. We highly encourage to extend your insurance packages. There are a number of insurance companies offering variety of health insurance packages to both Georgian citizens as well as temporal residents. For more information and options please see companies' websites.

<https://www.gpih.ge/gpih/>

<http://ardi.ge/>

<https://tbcinsurance.ge/>

<http://imedil.ge/>

<https://unison.ge/>

<https://euroins.ge/>

Residency Permits (for foreign students)

Citizens of 94 countries may enter and stay in Georgia without a visa for full 1 year. Visitors who are holders of valid visas or/and residence permits of 50 countries may enter and stay in Georgia without visa for 90 days in any 180 day period. A foreigner with short-term visa may stay in Georgia for 90 days in any 180-day period. To foreign citizens coming for long-term study at an authorized educational institution of Georgia immigration (D3 category) visa valid for 90 days and with multiple entries is issued. A student has to apply for a residence permit himself or herself. DTMU provides needed recommendation letters to students and guides them during whole process. Granting of a residence permit for studies requires that: 1) the student has been accepted to study at a higher education institution to study for a degree and has paid the fees charged by the higher education institution (document for submission is provided by DTMU); 2) the student has sufficient funds to secure his or her means of support; 3) The student has a valid passport.

Locations, Accommodation and Transportation

DTMU has three main operation facilities. Main Administrative and educational facility is located in capital of Georgia –Tbilisi, Dighomi district, 2/6 Ljubljana str. The second campus is located in a satellite city of Rustavi, 20 km far from the capital. Rustavi campus address is: 69 Sanapiro str. The University also operates teaching and examination facility at Tsereteli Ave. 121.

DTMU Rustavi Campus is comprised of dormitory, lecture rooms, library, canteen and examination center. Campus offers students comfortable accommodation in rooms with 4, 3 and 2 beds.

Transportation expenses in Georgia are not high. One way ticket (local transport) 0.5 – 2.0 GEL; Taxi tariffs start at around 2 GEL in Rustavi and from 3-5 GEL in Tbilisi.

You will spend over half time of your contact hour studies not in the University buildings but in hospitals. David Tvildiani Medical University collaborates with many prominent hospitals and organizations. The students will have opportunity to undergo clinical rotations abroad. There is long term successful collaboration

experience with Klaipeda hospital (Lithuania), other hospitals in Europe and USA. We also initiated collaboration with a JCI accredited hospital in Cochin, India.

Safety

We take your safety very seriously and we want you to do the same. DTMU takes safe behavior and discipline (including alcohol consumption, aggressive and violent behavior, vandalism, sexual harassment, bullying and other forms of harassment) very seriously. We ask that you commit to preventing these issues from interfering with your educational experience. Your safety is, and always will be, our greatest concern. Please know that we are always available to you, and we encourage you to contact us for any reason, at any time. Safety and security services contacts: Tornike Togonidze: togonidzetornike@gmail.com, Phone: 574445022