

„Approved“  
By Chairperson of the Supervisory Board

**Regulations**  
**of**  
**Petre Shotadze Tbilisi Medical Academy**

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## Chapter I. General Provisions

### Article 1. Scope of Regulation

- 1.1 This Regulations regulate the main fields of activities of the LLC Petre Shotadze Tbilisi Medical Academy (hereinafter the "TMA") and issues related to its operation.

### Article 2. Framework for Activities

- 2.1 Petre Shotadze Tbilisi Medical Academy operates as a limited liability company and conducts higher educational and scientific-research activities on the basis of Georgian legislation.
- 2.2 The activities of TMA are based on the Constitution of Georgia, international legal acts, the Law of Georgia on Higher Education, other normative acts and the present Regulations.
- 2.3 Full name of TMA in Georgian language - შპს პეტრე შოთაძის სახელობის თბილისის სამედიცინო აკადემია (თსა) and in the English language - LLC Petre Shotadze Tbilisi Medical Academy (TMA). The legal address of TMA: 51/2, Ketevan Tsamebuli Avenue.
- 2.4 TMA has an official seal, bank accounts, webpage - [tma.edu.ge](http://tma.edu.ge), official e-mail and other requisites.
- 2.5 The educational process at TMA is conducted in the Georgian and English languages.

### Article 3. Mission and Goals

- 3.1 TMA, as a student-oriented higher education institution, primarily seeks to teach and develop national and international healthcare professionals in an innovative manner by using evidence-based knowledge, whilst practically benefiting the community in Georgia through research-based outreach activities.
- 3.2 The **Goals** of TMA are based on the Law of Georgia on Higher Education and include the following:
  - 3.2.1 Upbringing of highly trained and qualified medical professionals with leadership qualities;
  - 3.2.2 Creating new knowledge through medical research based on society needs;
  - 3.2.3 Sharing knowledge to ensure sustainable development of the society.

### Article 4. TMA Values

- 4.1 TMA ensures the establishment of the following values:
  - 4.1.1 Quality and academic excellence;
  - 4.1.2 Research, innovation and creativity;
  - 4.1.3 Ethics and academic Conscientiousness;
  - 4.1.4 Institutional integrity, confidence and respect;
  - 4.1.5 Social responsibility and accountability to the society;
  - 4.1.6 Personal responsibility and equal accountability;
  - 4.1.7 Confidentiality;
  - 4.1.8 Equality;
  - 4.1.9 Non-discrimination;
  - 4.1.10 Freedom of expression;
  - 4.1.11 Right to fair trial;
  - 4.1.12 Academic freedom;
  - 4.1.13 Involvement of the academic staff and students in decision-making process.

- 4.2 TMA, as a higher educational institution, establishes the following values:
  - 4.2.1 Devotion and empathy;
  - 4.2.2 Continuous strive for improvement and saving of others' lives.

## **Article 5. Management and Structure**

- 5.1 TMA is managed pursuant to the Georgian legislation, TMA Charter and this Regulations.
- 5.2 Managerial bodies and managing persons:
  - 5.2.1 Partners Meeting;
  - 5.2.2 Supervisory Board;
  - 5.2.3 Director;
  - 5.2.4 Rector;
  - 5.2.5 Board of Advisors;
  - 5.2.6 Vice Rector in Education
  - 5.2.7 Vice Rector in Research
  - 5.2.8 Vice Rector in Institutional Development
- 5.3 TMA is managed and represented by the TMA Director, who may also hold the position of the Rector at the same time.
- 5.4 Main educational units:
  - 5.4.1 School of Medicine;
  - 5.4.2 School of Public Health;
- 5.5 Managerial body and managing person of the central educational unit of TMA:
  - 5.5.1 School Board;
  - 5.5.2 Dean of the School;
- 5.6 Administrative structural units:
  - 5.6.1 Department for Counselling and Career support;
  - 5.6.2 Department for Continuous Professional development and HR;
  - 5.6.3 Department for Social Project Management
  - 5.6.4 Department for Postgraduate Training Programmes
  - 5.6.5 International Affairs Department
  - 5.6.6 Clerical Department;
  - 5.6.7 Marketing and PR Department;
  - 5.6.8 Financial Department;
  - 5.6.9 Legal Department;
  - 5.6.10 IT Department;
  - 5.6.11 Occupational Safety and Logistics Department
- 5.7 TMA organizational chart is attached to this Regulations.
- 5.8 Personnel of TMA operates in accordance to Georgian legislation, TMA regulations and legal acts.
- 5.9 Structural units operate in close relationship with other structural units.

## **Chapter II. Management, Representatives and Managerial Bodies**

### **Article 6. Procedure of Appointment to Managerial Bodies**

- 6.1 Members of the Supervisory Board are appointed to for a period of 4 (four) years and are dismissed by Board of Partners.

- 6.2 The Director and the Rector are appointed to and dismissed by the Supervisory Board. The Director and the Rector are appointed to on the basis of revision of the Vision and Plan, presented thereby.
- 6.3 TMA holds qualification requirements towards the Rector and the Director, which requirements are annexed to this Regulations as an appendix and constitute its integral part.

## **Article 7. Board of Partners and Supervisory Board**

- 7.1 The Board of Partners and the Supervisory Board constitute the top managerial bodies of TMA.
- 7.2 The duties and performance of the Board of Partners and the Supervisory Board are regulated by the TMA Charter.
- 7.3 The following fall within the terms of reference of the Supervisory Board:
  - 7.3.1 Appointment to and dismissal of the Rector and the Director;
  - 7.3.2 Approval of TMA mission, structure, this Regulations and long-term (7-year) strategic development plan, jointly developed by the TMA Rector and relevant structural units, also the amendments made thereto;
  - 7.3.3 Determination of the amount of remuneration upon granting the titles of Honorary Doctor and Emeritus on the basis of proposal of the Rector;
  - 7.3.4 Review of draft joint budget, making changes and amendments thereto in the case of need and its approval in the case of positive evaluation;
  - 7.3.5 Determination of tuition fee;
- 7.4 All the other duties of the Supervisory Board are determined by the TMA Charter

## **Article 8. Director**

- 8.1 The Director is appointed to and dismissed by the Supervisory Board.
- 8.2 The following falls within the terms of reference of the Director:
  - 8.2.1 Acting in the name and on behalf of the LLC without a power of attorney, representing it with every Georgian and foreign institution;
  - 8.2.2 Entering into any transaction and execution of other legal acts, issuance of powers of attorney, opening and closure of settlement and other accounts of the LLC at the banks, carrying out of various transactions using bank accounts (bank transfers and giving other assignments to the bank);
  - 8.2.3 Approval of Internal Regulations, Unified Rules of Record Keeping, Business Process Continuity Plan, Management Efficiency Monitoring Mechanisms and Evaluation System, Staff Schedule, Qualification Requirements, Job Descriptions and amendments within; State obligatory operational orders for employees and all other managing documents (decisions, orders, directives, instruction, etc.). Make all other decisions (approval of documents) related to administrative activities.
  - 8.2.4 Appointment to and dismissal from the departments of the personnel, conclude fixed-term and open-end employment contracts with them;
  - 8.2.5 estimating terms and conditions regarding procedures, related to taking paid/unpaid leaves, business trips of the personnel and determination of relevant costs/remuneration;
  - 8.2.6 validation of relevant orders on promotion of, or imposition of disciplinary liability to the personnel or students in accordance to nomination/decision of the relevant department/committee

- 8.2.7 Determination and systematic revision of rights and obligations of new administrative/support staff together with Human Resources Management Department; in order to ensure optimization of operational processes
  - 8.2.8 revision of a tuition fee payment modes and timelines, set by the Supervisory Board and (drafting proposals for their amendment, if necessary) approval;
  - 8.2.9 Representation of TMA with the court of law in any claim or open-term legal proceedings;
  - 8.2.10 Fulfill TMA management related, as well as other assigned authorities, determined by active legislation of Georgia, above stated document and other juridical acts; as well as decision-making regarding issues, driven by necessity of public operational management are not under authorities of Rector/Supervisory Board or Board of Partners.
- 8.3 Director has the right to assistance from advisers, who will provide necessary consultancy as part of their competences;
- 8.4 In case of absence of the Director, the rights and obligations of the Director are delegated to the employee appointed by the Director.

## **Article 9. Rector**

- 9.1 In TMA, as in a higher educational institution, the academic and research activities are conducted under the supervision of the Rector.
- 9.2 The Rector is appointed and dismissed by the Supervisory Board.
- 9.3 The Rector can be any person of full legal capacity, who is 30 years old and has higher education.
- 9.4 The Rector is not entitled to be the Rector or a member of the Academic Board (or of a body with similar duties) of the other higher educational institution or the Director of the other organization without a consent of the Supervisory Board.
- 9.5 In the case of absence of the Rector, his/her rights and obligations are delegated to the staff member authorized by the Rector by an order.
- 9.6 Rector is entitled to exercise following actions:
- 9.6.1 Representation of the interests of TMA among academic, educational and scientific communities and entering into various transactions to this end in the name and on behalf of TMA;
  - 9.6.2 Determination of the policy and main directions of educational and research activities;
  - 9.6.3 Elaboration of the mission, goals, structure, present Regulations and long-term (7-year) strategic development plan with structural units of TMA and their presentation to the Supervisory Board for approval;
  - 9.6.4 Approval of mid-term (3-year) and short-term action plans;
  - 9.6.5 Supervision and control of relevant structural units of TMA;
  - 9.6.6 Approval of documents, regulating TMA activities, (except for documents belonging the competence of Supervisory Board and Director), as well as issuance and amendment of legal acts, related to student status;
  - 9.6.7 Making decisions on creating/closing new educational programs/schools;
  - 9.6.8 Approval of new educational programs and amendments to current ones, accepted by Quality Assurance Department and approved by Faculty Board/Curriculum Committee;
  - 9.6.9 Approval of the questionnaire for unified national examinations (student intake, optional subjects to be taken, coefficients to be granted, priorities, determination of competence threshold) and student mobility intake on the basis of the decision of the commission set up



pursuant to Rector's order. Also, approval of the number of students, to be admitted without unified national examinations.

- 9.6.10 Announcement of opening academic positions according to the submission of the Dean; determination of the composition of the competition commission; appointment of the winners of the competition to academic positions on the basis of the opinion of the competition commission and execution of employment contracts with them;
  - 9.6.11 Setting of committees on the basis of relevant submissions and determination of their composition;
  - 9.6.12 Approval of the forms of diplomas and diploma supplements;
  - 9.6.13 Issuance of relevant orders after granting qualifications to the graduates by the Faculty Board;
  - 9.6.14 Fulfilling TMA study process management, as well as other assigned authorities, prescribed by Georgian legislation, this Regulations and other internal legal acts of TMA; Make all other decisions (approval of documents) related to educational process.
- 9.7 The Rector has advisors who, in the case of need, consult him/her pursuant to their competence. The Rector is entitled to take account of their recommendations.

## **Chapter III. Advisory Board**

### **Article 10. Advisory Board**

- 10.1 Rector/Director has advisors, who are counseling him/her according to their competence.
- 10.2 Functions of the advisory board:
  - 10.2.1 Developing TMA strategic vision;
  - 10.2.2 Supervision the activities of working groups in relevant directions;
  - 10.2.3 Participation in planning and preparation of projects involved in cooperation of TMA with International partners, funds and donor organizations;
  - 10.2.4 Involvement in implementation of International scientific-research projects, programs and grants during multiple level representative meetings;
  - 10.2.5 Counseling according to competence, in case of necessity.
- 10.3 The Advisory Board is chaired by the Chairperson, who is accountable to the Rector of TMA.

## **Chapter IV. Vice-Rectors**

### **Article 11. Vice-Rector in Education**

- 11.1 Vice-Rector in Education has the following obligations:
  - 11.1 Defining main directions and educational policies;
  - 11.2 Creating temporary and permanent committees according to appropriate submission and defining their composition;
  - 11.3 Working with local and international donor agencies;
  - 11.4 Performing other liabilities imposed by the Rector, according to competence;
- 11.2 Vice-Rector in Education is subordinated to the Rector and is accountable to the Rector.

## **Article 12. Vice-Rector in Research**

- 12.1 Vice Rector in Research is responsible for the research component strategic development of Petre Shotadze Tbilisi Medical Academy, integration of research in teaching process and science communication. The person is responsible for inter- and cross disciplinary activities and initiation and performance of applied research, development and realization of PhD programmes. Vice Rector in Research has the following obligations:
  - 12.1.1 Determination and plan of activities focused on research component development by consideration of institution's specificity and in compliance of priorities defined by strategic development plan;
  - 12.1.2 Initiation and realization of scientific-research projects and activities by consideration of institution's specificity;
  - 12.1.3 Realization and development of activities facilitation scientific activities of staff members, young researchers and students;
  - 12.1.4 Development of scientific partnership at national and international level;
  - 12.1.5 Development of research component of acting teaching programmes by consideration of institution's specificity;
  - 12.1.6 Initiation and development of PhD programmes;
  - 12.1.7 Determination and plan of science communication activities by consideration of institution's specificity;
  - 12.1.8 Obtaining and development of resources essential for research.
  - 12.1.9 Perform other functions as assigned by the Rector.
- 12.2 Vice Rector in Research is leading Scientific-Research and PhD Department and Bioethics International Unit. This person is also supervising laboratory, library and committees associated with the above-mentioned units.
- 12.3 Vice Rector in Research is subordinated to the Rector and is accountable to the Rector.

## **Article 13. Vice-Rector in Institutional Development**

- 13.1 Vice Rector in Institutional Development has following obligations:
  - 13.1.1 Working with individual agents and agencies, for the purpose of foreign student recruitment (Identification, Selection, Communication, Standardization of mutual responsibilities and encouragement mechanisms) together with Admission office;
  - 13.1.2 Standardization of informative material and definition of target objects, for public awareness of TMA on international level;
  - 13.1.3 Communication with Georgian Professionals working abroad (involving TMA postgraduates) in order to participate in learning process in TMA and planning exchange programs;
  - 13.1.4 Coordination, consulting and promotion of work of Occupational Safety and Logistics Department;
  - 13.1.5 Participating in defining necessary new vacancies for the proper execution of work at TMA;
  - 13.1.6 Defining annual targets and control of their execution associated with Informational Technologies (IT) Department;
  - 13.1.7 Coordination of Informational Technologies (IT) Department in order to establish technical maintenance of the events at TMA, held by various structural units;
  - 13.1.8 Promotion of website administration by IT Department and working on updated plan;

- 13.1.9 Identifying target indicators, for the purpose of TMA popularization on national and international levels;
  - 13.1.10 Rising awareness in the public about TMA postgraduate and undergraduate students (Planning strategy and activities);
  - 13.1.11 Promotion and reporting of new activities as well as social and professional activities of students at TMA;
  - 13.1.12 Promotion of unified document management system at TMA;
  - 13.1.13 Fulfilling other obligations according to competencies
- 13.2 Vice Rector in Institutional Development is subordinated to the Rector and is accountable to the Rector.

## **Chapter V. Centre of Innovations in Medical Education**

### **Article 14. Centre of Innovations in Medical Education**

- 14.1 Centre of Innovations in Medical Education (CIME) is a structural unit of TMA, which carries out its activities in the following directions:
- 14.1.1 To update in a continuous way the relevance of the curricula of TMA, with special attention for implementation of innovative strategies of teaching and learning;
  - 14.1.2 Implementation of self-directed learning of students
  - 14.1.3 Full implementation of high order thinking teaching and learning activities
  - 14.1.4 Implementation of integration horizontally and vertically between theory and practice and basic modules and clinical modules;
  - 14.1.5 Full implementation of competence-based learning;
  - 14.1.6 Implementation of alignment of learning outcomes, teaching and learning activities and assessment formats in all activities in the curricula.
- 14.2 Center for Medical Education Innovation is led by the head(s).
- 14.3 Center for Medical Education Innovation is subordinated to the Rector and is accountable to the Rector.
- 14.4 CIME's members are administrative and/or teaching staff and international experts.

## **Chapter VI. Institutional Culture Development Department**

### **Article 15. Institutional Culture Development Department (ICDD)**

- 15.1 ICDD is aimed at mobilizing community partners and stakeholders, for shaping academy's activities together in order to attain TMA's social mission oriented on the communities it serves. It promotes awareness on TMA mission, institutional culture encompassing Corporate Social Responsibility (CSR), code of ethics, academic honesty, and vision for community engagement among staff and students. The department thus strengthens TMA's institutional culture through active engagement of both, current and former students, and staff members in its work and attainment of the university's mission. In addition, ICDD supports intra cultural exchanges in the medical education context.

- 15.2 ICDD has following obligations:
- 15.2.1 Ensures that students and staff are engaged in priority CSR activities.
  - 15.2.2 Supports students' and staff engagement in extracurricular initiatives and projects.
  - 15.2.3 Strengthens collaboration with public health networks, non-governmental and international organizations, and supports joint initiatives for raising awareness of local communities on contemporary public health challenges.
  - 15.2.4 Introduces transparent procedures and guides for students' grant applications and review, to offer equal opportunities to students in development and implementation of educational research, social and cultural projects, irrespective of their membership to the Students' Academy.
  - 15.2.5 Supports the operation of the Independent Commissions composed of external experts from science, sports, art, Community-Based Organizations (CBOs) and international organizations, in decision making
  - 15.2.6 Supports awareness-raising, capacity building and counselling initiatives that promote student's self-care and well-being, and competencies for self-awareness, self-reflection, and self-regulation.
  - 15.2.7 Manages the elections and operation of the Students Academy members.
  - 15.2.8 Strengthens TMA's Alumni Network for regular communication and engagement of its graduates and former staff members in education, research, CSR and community engagement endeavors of the university.
  - 15.2.9 Makes linkages of TMA students with potential employers from public and private sectors with shared institutional and CSR values.
  - 15.2.10 Ensures positioning of TMA as a credible educational and research institution with a sound institutional culture among public and private partners in Georgia and abroad through the design and implementation of an effective communication strategy.
- 15.3 ICDD is subordinated to the Rector and is accountable to the Rector.

## **Chapter VII. Quality Assurance Department**

The goal of the Quality Assurance Department is to promote TMA's integration into common European area of higher education and implement the principles of Bologna process; to evaluate the quality of learning and scientific-research activities ongoing within the TMA; to care about continuous improvement of personnel qualification and ensure the introduction of advanced learning, teaching and assessment methodologies in cooperation with the other departments; to develop quality assurance mechanisms and introduce educational quality culture at every stage of TMA activities for efficient operation of these mechanisms.

### **Article 16. Quality Assurance Department**

- 16.1 Quality Assurance Department is required to carry out activities in several basic directions:
- 16.1.1 Evaluation of the flow of processes according to established rules and compatibility of the documents with authorization/accreditation standards on an annual basis with a view to establishing the compatibility with authorization/accreditation standards and communication of the results to the Rector in the format of a report.
  - 16.1.2 Periodical evaluation of educational programs. Specifically, in accordance with established procedure:

- 16.1.2.1 Evaluation of educational programs implemented by TMA and development of relevant recommendations;
  - 16.1.2.2 Evaluation of learning courses and development of relevant recommendations;
  - 16.1.3 Periodic monitoring of educational/scientific-research activities of the academic staff and their professional development, analysis of the results and development of recommendations;
  - 16.1.4 Periodic monitoring of educational/scientific-research activities of invited personnel and their professional development, analysis of the results of monitoring and development of recommendations;
  - 16.1.5 Continuous monitoring and evaluation of application of advanced methods and technologies in teaching process and the quality of teaching. Specifically:
    - 16.1.5.1 Observation of educational process through attendance (the so-called peer review);
    - 16.1.5.2 Revealing best experience of the academic/invited staff, development of recommendations and interchange of this experience with a view to perfection of teaching-learning process;
    - 16.1.5.3 Development of advanced assessment methodologies together with the other administrative departments;
    - 16.1.5.4 Organization of regular seminars and workshops on topical issues of application of the most advanced methods and technologies in teaching and learning process;
  - 16.1.6 Monitoring and evaluation of the flow of the examination process and its quality;
  - 16.1.7 Periodical monitoring and evaluation of students' progress, advancement and achievements; development of recommendations for further improvement;
  - 16.1.8 Peer bodies/working groups involvement in the working process, which are defined according to TMA regulatory documents and upon Rector/Director's request.
  - 16.1.9 Development of quality assurance mechanisms and introduction of educational quality culture at every stage of TMA activities for efficient operation of these mechanisms.
  - 16.1.10 Providing each semester/ academic year summary report to the TMA rector on educational program development, teaching and learning process improvement and infrastructure development.
- 16.2 Quality Assurance Department is led by the head, accountable to TMA rector.
- 16.3 Detailed information about the activities of Quality Assurance Department is defined by 'Quality Assurance System and Procedures' document.

## **Chapter VIII. Main Educational Unit - School of Medicine**

### **Article 17. School of Medicine**

- 17.1 Main educational unit of TMA is the School of Medicine, which ensures training of students with majors in Medicine within the scope of academic freedom and awards them the qualification of a Medical Doctor.
- 17.2 The school of Medicine is headed by the Dean who is appointed to and dismissed by the Rector.
- 17.3 A Dean can be a person of full legal capacity, who is 30 years old and has higher medical education.
- 17.4 The School of Medicine is headed by Dean, who leads the activities of the school Board and represents the interests of the school with the other structural units of TMA.
- 17.5 Powers discharged by the Dean are as follows:

- 17.5.1 Development of internal structure of the School, rights and obligations of the personnel under the structure and submission thereof to the Rector;
  - 17.5.2 Submission of the School action plan, draft budget necessary for the fulfillment of respective goals and tasks, drafted together with subordinated structural units;
  - 17.5.3 Heading the sessions of School Board and provision for its efficient operation;
  - 17.5.4 Full-scale involvement in the activities of the respective committees of TMA;
  - 17.5.5 Submission of performance report to School Board at the beginning of an academic year and by the end of each semester on work done and novelties planned for the future;
  - 17.5.6 Submission of the list of students to be awarded academic degrees/qualifications to School Board;
  - 17.5.7 Provision for staffing of the School with qualified human resources together with Human Resources Management Department;
  - 17.5.8 Submission of a written proposal to the Rector on announcement of a competition;
  - 17.5.9 Coordination of the distribution of the workload of the academic/invited staff and provision for its due fulfillment;
  - 17.5.10 Management of efficient performance of subordinated personnel and provision for due fulfillment of contractual obligations;
  - 17.5.11 Give recommendations on appointment, dismissal, promotion and rewarding of Faculty staff and submission thereof to the Rector/Director;
  - 17.5.12 Provision of information to School staff (administrative/academic/invited) about decisions made with regard to educational process ongoing within TMA;
  - 17.5.13 Promotion of efficient conduct of study-research activities on the School;
  - 17.5.14 Determination of time-limits of an academic year, organization of making study/examination time-tables and other issues related to examinations and educational process; provision for consistent implementation of educational programs;
  - 17.5.15 Development of student progress assessment forms together with the other departments;
  - 17.5.16 Determination of the contingent of students to be transferred to the next step of education and individual schedules for certain students on the basis of semester achievements thereof together with Study Process Management Department;
  - 17.5.17 Promotion of professional and personal development of students within his/her terms of reference;
  - 17.5.18 Coordination of the process of evaluation and development of educational programs together with the Head of One-step Educational Programs, Quality Assurance Department and Curriculum Committee;
  - 17.5.19 Provision for fulfillment of the decisions of the School Board, Rector and Quality Assurance Department within his/her terms of reference;
  - 17.5.20 Preparation of draft legal acts within his/her terms of reference and their submission to the Rector/Director for approval;
  - 17.5.21 Submission of final report to the QA department by the end of each semester on the basis of reports of the subordinated departments.
- 17.6 The Dean of the school is responsible for the accuracy of documents, drafted by the School and submitted to the Rector for signature;
  - 17.7 The Dean is subordinated to the Rector and is accountable to the Rector and Quality Assurance Department;
  - 17.8 The School has the following directions: basic biomedical direction, clinical direction, behavioral and social sciences/medical ethics direction and law.

## **Article 18. Board of the School of Medicine**

- 18.1 The Board is a representative body of the School, the regular members of which are the academic staff, invited staff and students.
- 18.2 Academic staff become the members of the Board and the composition of the Board is renewed automatically upon their election to academic positions; and in the case of removal from the academic position/expire of the term the status of a member of the School Board is automatically terminated.
- 18.3 The invited staff are selected for the membership of the School Board on the basis of the Dean's submission (recommendation).
- 18.4 The students are selected for the membership of the School Board by the Dean on the basis of their academic progress and scientific/social activity. Each course should be represented by 1-2 students in the Board. In the case of suspension/termination of student status, a student is automatically deprived of the status of a member of the School Board.
- 18.5 A session of the Board can be attended by the other persons as well, invited by the Dean, employers, graduates, etc.
- 18.6 The School Board is headed by School Dean who is also responsible for the fulfillment of its decisions.
- 18.7 The School Board should necessarily meet thrice a year. An extraordinary session can be convened on request of the Dean, Rector, or 1/3 of the composition of the School Board. A session the Board is plenipotentiary if more than half members of the Board are present. A decision is made by the majority of votes and is recorded in relevant minutes, which is signed by the chairperson of the School Board session, Board Secretary (the list of the session attendees is annexed to Board session minutes as an appendix).
- 18.8 School of Medicine Board rights and obligations are as follows:
  - 18.8.1 To Develop action plan and the budget necessary for the fulfillment of respective goals and tasks of the school;
  - 18.8.2 To award the academic degree of a Medical Doctor to graduates;
  - 18.8.3 To participate in and coordinate the implementation of quality assurance processes and principles of quality culture in general on the School together with Quality Assurance Department;
  - 18.8.4 To set up commissions of the School;
  - 18.8.5 To review new educational programs presented by Quality Assurance Department, reports on the implementation of current educational programs and recommendations;
  - 18.8.6 To discuss the questions of improvement of the qualification of teaching staff, improvement of study process and the most advanced study-teaching methods;
  - 18.8.7 To hear the report of the Dean by the end of each semester on work done on the School and innovations planned for the future.
  - 18.8.8 To familiarize himself/herself with documents, which organizationally ensure the conduct of the study process at high level.

## **Article 19. Department for Study Process Management**

- 19.1 Department for Study Process Management is a structural unit of TMA, that ensures the coordinated and efficient management of the study process and accomplishes the following functions:
  - 19.1.1 Monitoring of the study process;
  - 19.1.2 Continuous contact with teachers, students, legal representatives of the students and graduates;
  - 19.1.3 Monitoring of accurate entry of student academic progress assessments into Study Process Management System;



- 19.1.4 Drawing up of examinations' timetable and active involvement in the development of the study plan schedules;
  - 19.1.5 Observation of the course of examinations and entry of the results of the examinations into Study Process Management System;
  - 19.1.6 Procession of data about academic progress of each student by the end of each semester and submission of these data to the Dean and Quality Assurance Department;
  - 19.1.7 Formation of accurate lists of students before the beginning and after the end of a semester and their submission to the Dean for further planning of study process;
  - 19.1.8 Administration and monitoring of student mobility process;
  - 19.1.9 Active involvement in monitoring of the workload of the academic and invited staff;
  - 19.1.10 Monitoring of the workload of the academic and invited staff together with the Monitoring Department of a monthly basis and submission of the results of the monitoring to the Dean;
  - 19.1.11 Ensuring searching for, procession of study process related data and submission of this data to respective departments;
  - 19.1.12 Maintenance of personal files of students;
  - 19.1.13 Provision for creation and updating of students' profiles in Students' Register;
  - 19.1.14 Provision for creation and updating of the profiles of the academic and invited staff in the Register of Professors and Teachers;
  - 19.1.15 Verification of identification data of the graduates for filling-in diplomas and submission of the list of honored students to the Dean;
  - 19.1.16 Preparation of diplomas, diploma supplements and academic certificates and their issuance in accordance with the established procedure;
  - 19.1.17 Preparation of the necessary information for TMA draft legal acts the in accordance with legal and sublegal normative acts;
  - 19.1.18 Active involvement in the elaboration and preparation of draft documents to be drafted within the terms of reference of the Department;
  - 19.1.19 Review of incoming mail and preparation and sending out of responses to them within the terms of reference of the Department;
  - 19.1.20 Submission of the report to the Dean about semester results.
- 19.2 Department for Study Process Management comprises of the coordinators, who are subordinated to the School of Medicine and are accountable to the School of Medicine Dean.

## **Article 20. Examination Center**

- 20.1 Examination Center is a structural unit of TMA, which aims at ensuring the organization and holding of interim and final examinations.
- 20.2 The functions of the Examination Center are as follows:
  - 20.2.1 To ensure the holding of examinations in accordance with examination schedule;
  - 20.2.2 To compose the examination tasks only from issues offered by a teacher and agreed with Quality Assurance Department;
  - 20.2.3 To ensure conducting of examinations in accordance with the established rules;
  - 20.2.4 To supervise the examination process with the help of observer(s). To remove a student from examination in the case of violation of established rules and revoke his/her results;
  - 20.2.5 To record the results achieved by a student during the examination and enter them into student management electronic system.



- 20.3 Examination Center is subordinated directly to the Quality Assurance Department. It is composed of the representatives of the IT Department, Dean's Office, Clinical Skills and Objectively Structured Examination Center and observers.
- 20.4 Examination Center is headed by the Coordinator, who is reportable to the Dean of the School of Medicine and Quality Assurance Department.
- 20.5 More detailed regulation of the operational procedure and of the Examination Center is provided for by the Regulations of the Examinations Center.

### **Article 21. Clinical Skills and Objective Structured Clinical Examination (OSCE) Center**

- 21.1 Clinical Skills and Objectively Structured Examination Center is a structural unit of TMA, which aims at promotion of the development of clinical skills in students.
- 21.2 The functions and obligations of the Center are as follows:
  - 21.2.1 Creation of adequate learning environment and syllabuses for teaching clinical skills in accordance with the educational program.
  - 21.2.2 Preparation of study materials in the Georgian and English languages; organization of study process for the development of clinical skills and holding of interactive classes;
  - 21.2.3 Ensuring the operation of procedure room and "anatomical theatre" necessary for practical teaching of anatomy;
  - 21.2.4 Organization of trainings for relevant persons to play the role of a so-called "standard patient" for clinical-practical trainings; creation of the database of relevant "clinical cases" necessary for study process;
  - 21.2.5 Planning, preparation, organization and holding of objectively structured examinations (OSCE, OSPE).
- 21.3 The Center is subordinated directly to the Faculty of Medicine and is accountable to the Dean and the Rector.
- 21.4 The Center activities are additionally regulated by Regulations of Clinical Skills and Objectively Structured Examination Center.

## **Chapter IX – Main Educational Unit – School of Public Health**

### **Article 22. Dean of the School of Public Health**

- 22.1 Main educational unit of TMA is a School of Public Health, which administers Master's Degree program in Public Health, in the frames of academic freedom.
- 22.2 School of Public Health is headed by the dean, appointed and dismissed by the TMA Rector;
- 22.3 Dean of the school is a capable individual, minimal age of 30, with higher education in the field of Public Health.
- 22.4 The dean of the school heads the school, manages the activities of Public Health School Board, presents interests of the school to other structural units of TMA.
- 22.5 The following are rights and obligations of the dean:
  - 22.5.1 Developing and drafting school's internal structure, roles and obligations of personnel and providing it to the TMA rector for approval;

- 22.5.2 Submitting draft budget for implementing school's action plan, relevant goals and objectives to the Director, prepared in close cooperation with the subordinate structural units;
  - 22.5.3 Managing school board meetings and maintaining its efficient work;
  - 22.5.4 Full engagement in work of relevant committees under TMA;
  - 22.5.5 By the beginning of academic year as well as by the end of each semester, providing a report to the School board on implemented activities and planned novelties;
  - 22.5.6 Providing the Public Health School Board with the list of students to be granted academic degree/qualification;
  - 22.5.7 Setting qualified human resources of the school in close collaboration with TMA Continuous Professional Development and HR Department;
  - 22.5.8 Providing a written note to the TMA rector on opening new academic positions;
  - 22.5.9 Coordinating workload of academic/ invited personnel, maintaining efficient implementation;
  - 22.5.10 Managing efficient performance of subordinates, ensuring their due implementation of obligations;
  - 22.5.11 Developing recommendations on appointing, dismissing or promoting the School personnel. Providing the recommendations to the TMA rector;
  - 22.5.12 Informing school personnel (administrative staff/academic and invited personnel) about decisions related to TMA current educational process;
  - 22.5.13 Enhancing effective educational and research activities as part of the Public Health School;
  - 22.5.14 Defining academic calendar – organizing study/exam schedule as well as other key issues related to studies. Maintaining adequate implementation of education programs;
  - 22.5.15 Developing students' achievement evaluation forms in close collaboration with TMA's other relevant departments;
  - 22.5.16 In cooperation with TMA Study Process Management Department, defining the contingent of students to be transferred to the next step of education, determining individual schedules for students based on their achievements;
  - 22.5.17 Supporting students' personal and professional development within the competences;
  - 22.5.18 Coordinating educational programs' evaluation and development in close cooperation with Quality Assurance department and curriculum committee;
  - 22.5.19 Implementing decisions of the School Board, TMA rector and quality assurance department within the school's competences;
  - 22.5.20 Preparing draft legal acts within the school's competences. Providing drafts to the TMA rector for approval;
  - 22.5.21 By the end of each semester, developing summary report based on subordinate departments' reports. Delivering the summary document to the head of TMA Quality Assurance Department.
- 22.6 Dean of the school is responsible for accuracy of any document prepared as part of the school and submitted to the rector for signature;
- 22.7 Dean of the school is subordinate to rector and is accountable to rector as well as Quality Assurance Department.

## **Article 23. Board of the School of Public Health**

- 23.1 Board of the Public Health school is a representative body of the school. It is comprised of academic personnel, invited staff and students;
- 23.2 Academic personnel become members of the Board and the composition of the Board is renewed automatically upon their election to academic positions; In the case of leaving academic position/expire of the term, the School Board member status is automatically terminated.
- 23.3 Invited personnel are selected for Board membership on the basis of the Dean's recommendation.
- 23.4 Board meetings can be attended by other individuals invited by the Dean, such as employers, alumni etc.
- 23.5 The board is headed by the Dean of School of Public Health. S/he is responsible for implementing board decisions.
- 23.6 The board is required to meet three times a year. Additional meetings can be organized upon request of the Dean, Rector or one third of the School Board.
- 23.7 Decisions of the Board are legitimate if the meeting is attended by half of the Board members. Decisions are made by the majority of votes and is registered through meeting minutes, signed by chairperson and secretary of the board (Board meeting minutes includes attendant list as its annex);
- 23.8 The following are the rights and obligations of the School of Public Health Board:
  - 23.8.1 Developing draft budget for implementing School's action plan, relevant goals and objectives;
  - 23.8.2 Awarding Master's Degree in Public Health;
  - 23.8.3 In cooperation with TMA Quality Assurance Department, engaging in quality assurance processes and coordinating introduction of high-quality principles;
  - 23.8.4 Discussing new educational programs proposed by the TMA Quality Assurance Department, analysis reports and recommendations related to ongoing educational programs' implementation;
  - 23.8.5 Discussing issues related to academic personnel qualification and learning process enhancement, covering topics of learning and teaching methods;
- 23.9 By the end of each semester the Board is reported by dean on implemented activities and future perspectives.

## **Chapter X – Collegial Bodies**

### **Article 24. Collegial Bodies**

#### **24.1 Curriculum Committee**

- 24.1.1 Curriculum Committee is a peer body, set up on the basis of Rector's order, which ensures the creation/development of new and current educational programs;
- 24.1.2 Permanent members of the Curriculum Committee are the representatives of administrative staff, academic staff, also the interested high-performance students nominated by Dean. Curriculum Committee is set up on the basis of Rector's order.
- 24.1.3 At certain intervals, given the nature of the subject matter of the discussion, the other academic or invited personnel, graduates and employers may as well be invited to join the working group of the Committee;
- 24.1.4 The Committee meets on regular basis; an extraordinary session can be convened on request of any member of the Committee; a decision made by the Committee is formed as a protocol, the responsible person for which procedure is the Curriculum Committee session secretary, elected on the basis of internal balloting.

#### **24.2 Competition Commission**

- 24.2.1 Competition Commission is a peer body, set up on the basis of a Rector's order, which ensures the arrangements of competitions for holding academic positions through observance of the principles of transparency, equality and fair competition;
- 24.2.2 The composition of the Competition Commission is inconstant and is defined on a case-by-case basis by a Rector's order; the only permanent member of the Commission is the Head of Legal Department who verifies the procedural accuracy of the competition process. The Competition Commission comprises of at least three members. The chairperson and the members of the Competition Commission are approved by the Rector.
- 24.2.3 A member of the Competition Commission can be a person invited by the Rector from the other higher educational institution(s) or scientific-research institute(s).
- 24.2.4 The operational procedure and terms and conditions of operation of the Competition Commission are regulated in “Petre Shotadze Tbilisi Medical Academy Staff Vacancy Management.”
- 24.2.5 Competition Commission is accountable to the Rector.

### **24.3 Commission for Appealing Competition Results**

- 24.3.1 Commission for Appealing Competition Results is a peer body, set up on the basis of a Rector's order, which ensures the review of disputed matters, related to the outcomes of the competitions for holding academic positions through observance of the principles of transparency, equality and fair competition;
- 24.3.2 The composition of the Commission for Appealing Competition Results is inconstant and is defined on the basis of a Rector's order for each competition individually; the Appeals Commission comprises of at least three members; one of the members of the Commission should mandatorily be a person invited by the Rector from the other higher educational institution(s) or scientific-research institute(s). The number of the Commission members can only be odd. The chairperson and the members of the Appeals Commission are approved by the Rector.
- 24.3.3 If so required the commission for Appealing Competition Results is authorized to invite experts of the respective field.
- 24.3.4 The decisions of the Appeals Commission are recorded in special reports and are submitted to the Rector for approval.
- 24.3.5 The operational procedure and terms and conditions of operation of the Commission for Appealing Competition Results are regulated by “Petre Shotadze Tbilisi Medical Academy Staff Vacancy Management.”
- 24.3.6 Appeals Commission is accountable to the Rector.

### **24.4 Commission for Appealing**

- 24.4.1 Commission for Appealing Examination Results is a peer body, set up on the basis of a Rector's order, which reviews students' any appeals.
- 24.4.2 Permanent members of the Commission for Appealing are appropriate administrative staff; the other temporary member(s) is/are defined by the Commission in accordance with a specific complaint, from amongst the staff implementing the respective learning course.
- 24.4.3 Performance of the Commission for Appealing is recorded in the Minutes and responsible person for its drafting is the Coordinator of the Examinations Center.
- 24.4.4 The operational procedure and terms and conditions of operation of the Commission for Appealing are regulated by The Regulation of TMA Examinations Center.
- 24.4.5 Commission for Appealing Examination Results is accountable to the Rector.

### **24.5 Bioethics International Unit**

- 24.5.1 The Bioethics International Unit at Petre Shotadze Tbilisi Medical Academy (hereinafter – Bioethics International Unit) is a collegial body established by Rector’s decree, which reviews and determines the concordance of the planned and performed biomedical research activities envisaged the usage of human and animal materials with the ethical norms in force in Georgia and internationally established ones;
- 24.5.2 Bioethics International Unit, as the group of multidisciplinary, independent individuals, will be presented at TMA by 5 permanent members and in case of necessity by invited professionals of the appropriate field;
- 24.5.3 The work of the Bioethics International Unit is recorded as a protocol; the secretary of the Unit’s session is responsible for its preparation;
- 24.5.4 Terms and conditions of the Bioethics International Unit are regulated by the Statutes of the Medical Ethics Commission (Bioethics Committee) approved by the Decree N128 / N (2.10.2000) of the Minister of Internally Displaced Persons from the Occupied Territories of Georgia, Guideline of Council of Europe concerning Research Ethics Committees (Strasbourg, 7.02.2011), World Medical Association Declaration of Helsinki (original document - 1964, 7th edition 2013) and internationally established regulations defining animals usage and care in research;
- 24.5.5 Bioethics International Unit is accountable to the Vice Rector in Research;
- 24.5.6 Bioethics International Unit is the member of the international organization “International Chair in Bioethics”;

#### **24.6 Administrative Committee**

- 24.6.1 Administrative Committee is a peer body, set up on the basis of a Rector's/Director’s order, which reviews disciplinary, financial and professional misconduct matters; it also establishes the cases of academic misconduct on the part of both students and academic/invited staff; defines their type, gravity and intensity and makes relevant decisions;
- 24.6.2 The permanent members of the Administrative Committee for the discussion of financial matters are as follows: Head of Finance Department, Director, members of the Supervisory Board. Considering the matter in point, the other administrative, support, academic or invited staff may as well be invited to join the working group of the Committee;
- 24.6.3 The composition of the Committee for the review of administrative/professional matters is defined by a Rector's/Director’s order, on a case-by-case basis; The number of the Commission members should be odd, not less than three.
- 24.6.4 The activities of the Administrative Committee are recorded in the Minutes and responsible person for its drafting is the Committee session secretary.
- 24.6.5 The Committee is accountable to the Rector/Director or/and Supervisory Board.
- 24.6.6 The Committee performance is regulated by the Code of Conduct, except for financial matters.

#### **24.7 Grant-Research Committee**

- 24.7.1 Grant-research Committee is a peer body, set up on the basis of a Rector's order, which ensures:
  - 24.7.1.1 Development of TMA strategy of scientific-research development;
  - 24.7.1.2 Planning of current research directions and measures and monitoring of accomplished work;
  - 24.7.1.3 Monitoring of research potential of TMA current personnel and planning, implementation and monitoring of the measures aiming at its improvement;
  - 24.7.1.4 Monitoring of the projects aiming at upgrading the current research infrastructure of TMA;

24.7.1.5 Intensification of TMA cooperation with global and national research institutions and searching for potential partners;

24.7.1.6 Review of grant applications filed with TMA in accordance procedure and their evaluation in accordance with the established criteria;

24.7.2 Permanent members of the Grant-research Committee are: The Coordinator of Scientific-research Department, Heads of the departments of basic bio-medical directions and, considering the matter in point, it is mandatory, for the TMA academic/invited staff or/and persons (not less than two) invited from other scientific-research institutes to be included into the working group of the Committee;

24.7.3 The activities of Grant-research Committee are recorded in the Minutes and responsible person for its drafting is the Coordinator of Scientific-research Department;

24.7.4 The operational procedure and terms and conditions of operation of Grant-research Committee are regulated by Operational Procedure of Grant-research Committee and Procedure for Submission of Grant Proposals, employed by TMA;

24.7.5 Grant-research Committee is accountable to the Rector.

## **24.8 Library committee**

24.8.1 Library committee is a peer body, set up on the basis of a Rector's order, which ensures the following:

24.8.1.1 Monitoring development and implementation of the key regulatory documents related to library activities;

24.8.1.2 Providing library resources: maintaining updates and development in line with the mandatory as well as additional literature indicated in program syllabus.

24.8.1.3 Planning TMA library budget.

24.8.2 Library committee consists of 6 permanent and invited members. The latter can be invited among academic and invited personnel, students – depending on the issue to be discussed. Head of one-step educational programs, Head of Scientific and PhD Department, Coordinator of Students' Research Activities, Dean of the School of Medicine, Dean of the School of Public Health, librarians are permanent members of the library committee.

24.8.3 The committee is expected to meet twice a year – by the beginning and by the end of academic year. Additional meetings are arranged if needed.

24.8.4 Library Committee constantly communicates with TMA academic personnel and students with regards to the library functioning. It is responsive to feedback.

24.8.5 Library Committee is accountable to Vice Rector in Research.

## **Chapter XI – Administrative units**

### **Article 25. Department for Scientific-Research and Doctoral Studies**

25.1 Department for Scientific-Research and Doctoral Studies is a structural unit of TMA, which ensures teaching of scientific-research skills to TMA students, assists academic personnel in the implementing practical, scientific-research, laboratory works and grant projects. The Department supports TMA to prepare a new generation in science, to develop the institution's educational and scientific potential.

25.2 The functions and obligations of the Department are as follows:

25.2.1 Coordination of TMA's scientific-research development;

25.2.2 Engagement in the process of scientific-research programs' and proposals' evaluation criteria development;



- 25.2.3 Arrangement of working sessions of the Grant Committee in order to evaluate scientific-research projects submitted for TMA internal calls;
- 25.2.4 Developing cooperations with the scientific research institutions and entities, enhancing existing cooperation;
- 25.2.5 Based on agreements, developing cooperation with scientific research entities, medical and clinical institutions in order to further enhance doctoral education program of TMA.
- 25.2.6 Supporting international publication of the research outputs/scientific articles developed as part of the research project funded by TMA institutional grant program.
- 25.2.7 Developing new cooperative ties with external stakeholders, such as non-university centers, leading universities, governmental organizations and private sector with a view to promote scientific researches and innovative projects.
- 25.2.8 Promotion of measures necessary for TMA research outcomes commercialization and implementation of innovative technologies within;
- 25.2.9 Continuous and timely provision of information to TMA academic staff about the updates on local (amongst them, of TMA) and international grant competitions.
- 25.2.10 Inviting distinguished researchers of various scientific fields to TMA for delivering lectures and seminars;
- 25.2.11 Supporting arrangement of scientific conferences/debates, seasonal schools, seminars as part of TMA. Expanding students' scientific network.
- 25.2.12 Identifying and engaging motivated students in scientific research. Selecting them through competition and criteria of the research project's principal investigator.
- 25.2.13 Based on analysis, providing recommendations to the TMA management bodies about potential distribution of budget allocated to TMA scientific research support.
- 25.2.14 Creating relevant environment and providing necessary infrastructure for teaching scientific and laboratory skills to students; organizing the research teaching process.
- 25.2.15 Creating relevant study and research environment for doctoral education at TMA;
- 25.2.16 Building, implementing and administering doctoral education programs;
- 25.2.17 Administering admission process for Doctoral studies;
- 25.2.18 Creating a dissertation board;
- 25.2.19 Administering dissertation defense process – access to defense;
- 25.2.20 Providing administrative support to dissertation board and dissertation committee, arranging and organizing all related issues;
- 25.2.21 Preparing study materials in the Georgian and English languages;
- 25.3 Department of Scientific research and doctoral studies is headed by the head.
- 25.4 The Head of the Department is accountable to the Vice Rector in Research.

## **Article 26. Laboratory**

- 26.1 Laboratory is one of the structural units of TMA, that aims to support study and scientific-research process, enhance students' research capacities and increase their professional and technical knowledge in laboratory medicine;
- 26.2 The functions and obligations of the Laboratory are as follows:
  - 26.2.1 Providing adequate study and research environment to TMA students;
  - 26.2.2 Cooperating with TMA academic personnel – discussing their suggestions and ideas, considering feedback within laboratory's competences;
  - 26.2.3 Planning study process in the laboratory in close cooperation with teaching personnel;

- 26.2.4 Implementing scientific-research activities and engaging TMA students in the process in close cooperation with teaching personnel;
- 26.3 Supporting the application of laboratory infrastructure during study and research process, providing monitoring and analysis in case of necessity;
- 26.4 Structural units of the laboratory are:
  - 26.4.1 Microbiology laboratory;
  - 26.4.2 Immunology laboratory;
  - 26.4.3 Biochemistry laboratory;
  - 26.4.4 Study laboratory;
- 26.5 Laboratory is headed by coordinator, who is subordinate and accountable to the Vice Rector in Research.

## **Article 27. Library**

The library is a structural unit of TMA, constituting TMA cultural, educational, research and information unit, which aims at full and efficient use of its body of books and electronic services and ensuring the satisfaction of the demands of students and academic/invited/administrative staff with their help.

- 27.1 TMA library has its deposal the basic, partially auxiliary and methodological literature, scientific-research works mentioned in syllabuses of the learning courses of the basic educational unit, also the other literature and information materials.
- 27.2 The library has its mission and goals, which are implemented on a gradual basis.
- 27.3 The powers of the library are as follows:
  - 27.3.1 Provision of TMA educational-research process with relevant literature and other information materials on request, amongst them, continuous updating of printed and electronic library resources according to the demands of students and academic staff;
  - 27.3.2 Provision of readers with necessary library resources (books, electronic resources) on request;
  - 27.3.3 Management of library inventory;
  - 27.3.4 Creation and regular updating of alphabetic, thematic and subject-oriented catalogues for the use of library resources;
  - 27.3.5 Circulation of readers with the help of electronic program;
  - 27.3.6 Ensuring joining the library by students and academic/invited/administrative staff;
  - 27.3.7 Provision of information to students and staff about the library resources and services (amongst them, through orientation meetings and consultations);
  - 27.3.8 Caring about continuous updating and improvement of library resources and services with due consideration of the demands of the staff and the students;
- 27.4 The library is headed by the Librarian;
- 27.5 The Librarian is accountable to the Vice Rector in Research.
- 27.6 The activities of the library are additionally regulated by the Rules for Using Library.

## **Article 28. Department for Continuous Professional Development and Human Resource Management**

- 28.1 Department for Continuous Professional Development and Human Resource Management is one of the structural units of TMA that aims to support professional development of academic and administrative personnel, to improve research and administrative activities. In addition, it sets objective to engage competent, highly qualified and motivated staff within TMA.



- 28.2 Department for Continuous Professional Development and Human Resource Management implements the following activities:
- 28.2.1 Developing and planning trainings as well as other forms of study in medical education methodology (in cooperation with other structural units) in order to improve study process in line with new challenges of medical education;
  - 28.2.2 Offering training and similar services – planning, organizing participants’ groups, disseminating information and providing registration;
  - 28.2.3 Preparing Certificates for training participants, dealing with registration and issuing;
  - 28.2.4 Monitoring implementation of trainings and similar educational events;
  - 28.2.5 Creating unified database of trainings and similar educational events, administering training database;
  - 28.2.6 Monitoring dissemination of knowledge among focus groups and supporting its introduction into practice, encouraging study course development;
  - 28.2.7 Preparing survey for TMA academic and administrative personnel about fields of knowledge. Identifying topics and planning trainings in line with TMA interests and capabilities;
  - 28.2.8 Working on annual report of activities and outcomes;
  - 28.2.9 Developing and implementing effective human resources policy;
  - 28.2.10 Developing and introducing personnel evaluation and motivation system (performance appraisal) in close cooperation with the Quality Assurance Department.
  - 28.2.11 Considering professional development and qualification increase of TMA personnel;
  - 28.2.12 Filing personnel cases, arranging them in due order, keeping documents in accordance to norms;
  - 28.2.13 Creating and managing electronic database of TMA personnel;
  - 28.2.14 Providing organizational benefit management (holidays, sick leaves etc).
  - 28.2.15 Building staff reserve;
  - 28.2.16 Taking other responsibilities within the competences of the Department;
- 28.3 Human Resource Management is headed by the manager, who leads department activities in line with the document ‘Petre Shotadze Tbilisi Medical Academy Staff Vacancy Management’, ‘Human Resource Policy and Procedures’. S/he is accountable to TMA rector and Deans of the Schools.
- 28.4 Continuous Professional Development is led by a manager, accountable to TMA rector and Deans of the Schools.

## **Article 29. Department for Social Project Management**

- 29.1 Department for Social Project Management is a structural unit of TMA that undertake the following activities:
- 29.1.1 Managing and monitoring existing social programs;
  - 29.1.2 Developing and implementing new social programs;
  - 29.1.3 Preparing reports on completed programs, presenting them to stakeholders;
  - 29.1.4 Leading active communication with TMA students on ongoing and future social programs;
  - 29.1.5 other activities within the competences of the Department;
- 29.2 Department for Social Project Management is led by the head and is accountable to the Head of ICDD;

## **Chapter XII. Post-graduate Education**

Department of Post-Graduate Education is a structural unit of TMA, which ensures the creation, development and due performance of post-graduate and continuous professional development system within TMA.

### **Article 30. Department for Postgraduate Training Programmes**

Department for Postgraduate Training Programmes undertakes the accreditation of postgraduate training programmes and professional training of residents in one of medical specialties in accordance with accredited programs within timelines, set for the residency program. Its activities are regulated by the Regulations of the Post-Graduate Education. The Department of Post-Graduate Education is accountable to the Rector.

## **Chapter XIII. Student Services**

### **Article 31. Consultancy and Career Services**

31.1 Consultancy and Career Services Department is a structural unit of TMA, that is actively engaged in student life throughout the study period. It is also requested to provide career services. The main tasks and functions of the Department are as follows:

- 31.1.1 Listening to, sharing and assistance in solution of students' academic, emotional and social problems through planning goals and actions;
- 31.1.2 Consultancy on understanding and solution of students' personal, social and behavioral problems, which have a negative impact on students' academic and professional performance;
- 31.1.3 Continuous communication with the academic staff, students and members of the administration with regard to discussion of the current behavior and academic problems of students;
- 31.1.4 Counseling students about TMA rules, directions, decrees and other regulatory papers;
- 31.1.5 Assisting students in drafting study applications, motivation letters, improvement of their CVs with a view to studying, working or/and winning scholarships;
- 31.1.6 Provision of information to students with special needs about supporting appliances, auxiliary technologies and other means and assisting them;
- 31.1.7 Collecting and processing statistical information about graduates' employment (including employment in accordance with the qualification granted by TMA) and report to the Rector once a year.
- 31.1.8 Searching for and sharing information with students and alumni about current and new academic programs and opportunities;
- 31.1.9 Assistance of TMA administration, academic/invited staff and students in planning and implementation of various events;
- 31.1.10 Keeping confidential sensitive for students matters and personal data;
- 31.1.11 Planning and organizing employment forums, thematic meetings, consulting students and graduates within their competence;
- 31.1.12 Provide with statistics on students and graduates employment rates and their participation in various projects.

31.2 The Department operates in close cooperation with other structural units and conducts its activities in accordance with the law of Georgia, TMA Regulations and Rector's orders;

- 31.3 Consultancy services are managed by the Consultancy Support Coordinator. Career services are managed by Career Support Coordinator. Coordinators are accountable to the Deans of the Schools and the Rector within their terms of reference.

### **Article 32. Students Academy**

- 32.1 TMA Students Academy is a voluntary union of students that acts in line with TMA regulatory documents, in accordance with ‘Students Academy’ regulation. It is established to increase students’ engagement in university life, encouraging students’ initiatives and enhancing close cooperation among students and TMA alumni;
- 32.2 Several committees fall under Students Academy structure. Involving additional committees is possible on voluntary basis. Any student with active status, sharing goals and principles of the committee, is eligible to become a member of Students Academy;
- 32.3 Each committee implements projects/activities depending on the profile, in line with goals;
- 32.4 Activities of Student Academy are additionally regulated by ‘Students Academy’ regulation.

## **Chapter XIV. Support Structural Units**

### **Article 33. Clerical Department**

- 33.1 Clerical Department is a support structural unit of TMA, which aims at the organization and monitoring the records keeping. To this end the Department discharges the following functions:
- 33.1.1 Registration of incoming and outgoing documents and their forwarding to respective persons, provision for the control of document issuance;
- 33.1.2 Registration of Rector's/Director's orders and minutes of the sessions of other managerial bodies (if necessary);
- 33.1.3 Execution of the documents within set timelines and controlling work on them;
- 33.1.4 Provision for timely and accurate drafting of documents to be submitted for signing;
- 33.1.5 Drafting of references on request;
- 33.1.6 Archiving documents and provision for their safe storage;
- 33.1.7 Discharge of the other powers within its terms of reference.
- 33.2 The Department is headed by Clerical Work Specialist and is guided by “Unified Rules of Record Keeping” and is accountable to the Vice Rector in Institutional Development within the scope of his/her activities.

### **Article 34. Marketing and Public Relations Department**

- 34.1 Marketing and Public Relations Department is a support structural unit of the TMA. Its main tasks and functions are as follows:
- 34.1.1 Development of the action plan of the Department;
- 34.1.2 Planning of marketing campaigns for the attraction of students;
- 34.1.3 Provision of information to target groups about TMA through communications means, webpage, social networks and printed media.
- 34.1.4 Development of advertisement concepts, booklets, leaflets and other materials, cooperation with advertising companies and coordination of creative work;

- 34.1.5 Planning and implementation of marketing surveys, using of survey outcomes for further planning of the Department activities;
  - 34.1.6 Support of measures/events, planned by student associations;
  - 34.1.7 Storage and archiving of marketing materials;
  - 34.1.8 Establishing contacts with public and non-governmental organizations with a view to involvement of students in various projects;
  - 34.1.9 Provision for and enhancement of TMA relationship with mass media;
  - 34.1.10 Management of TMA brand and improvement of its image;
  - 34.1.11 Arrangement of counseling events for interested entrants;
  - 34.1.12 Arrangement for participation in various educational exhibitions and events;
  - 34.1.13 Management of the webpage and provision for publication of content;
  - 34.1.14 Drafting of the annual final report of the Department and submission thereof to the Rector;
  - 34.1.15 Discharge other powers within his/her terms of reference;
- 34.2 The Department is managed by the Manager, who is accountable to the ICDD within the scope of his/her activities.

### **Article 35. International Relations Department**

- 35.1 International Affairs Department is a support structural unit of TMA, which ensures relationship with foreign universities and organizations, also the settlement of issues related to admission of foreign nationals without unified national examinations. The International Affairs Department is authorized to:
- 35.1.1 Establish contacts with various educational-research institutions at international level and execute memorandums with them;
  - 35.1.2 Provide for involvement of students and personnel in exchange programs;
  - 35.1.3 Make TMA a member of important international organizations, professional societies, associations, unions;
  - 35.1.4 Obtain and disseminate information about educational-scientific and exchange programs. To counsel the applicants willing to participate in current programs and intensively participate in the process of drafting applications, also to search for new partners with a view to mobility of students, teachers and members of the administration, communicate with them and strengthen relationships;
  - 35.1.5 Identify foundations compatible with TMA learning and scientific priorities and search for funding sources for learning-scientific projects;
  - 35.1.6 Establish contacts with international organizations and scientific foundations both within the country and internationally;
  - 35.1.7 Counsel TMA staff about participation in various types of grant competitions;
  - 35.1.8 Arrange the receipt-hospitality of the delegations of partner universities and scholarly institutions, assist the administration in the development of the mechanisms for their attraction;
  - 35.1.9 Arrange for the invitation of Georgian and foreign professors, working abroad, to deliver public lectures and lecture courses;
  - 35.1.10 Communication with graduates, who work abroad;
  - 35.1.11 Keep and systemize the correspondence;
  - 35.1.12 Discharge other powers within his/her terms of reference;
- 35.2 International Affairs Department is headed by the Coordinator, who is accountable to the Rector within the scope of his/her activities.

## **Article 36. Finance Department**

- 36.1 Finance Department is a support structural unit of TMA, which ensures efficient planning and management of funds. To this end the Department discharges the following functions:
- 36.1.1 Efficient management of funds and provision for the maintenance of financial sustainability, provision for coordination and management of accounting activities with due consideration of the accounting policy;
  - 36.1.2 Making draft TMA budget, submission thereof to the management in accordance with the established procedure and monitoring of its fulfillment;
  - 36.1.3 Development of financial accounting policy of the institution;
  - 36.1.4 Keeping records in the electronic system in accordance with the international standards;
  - 36.1.5 Preparation of annual, quarterly and monthly financial statements in accordance with the international accounting standards; analysis of financial performance;
  - 36.1.6 Timely breakdown of potential costs and expenses;
  - 36.1.7 Participation in drafting agreements within its terms of reference, together with the Legal Department; drafting of takeover and mutual comparison acts;
  - 36.1.8 Timely recording of economic transactions (timely recording of revenues and expenditures);
  - 36.1.9 Receipt and checking of initial documents, provision for settlement and accounting; continuous checking with TMA rs.ge portal;
  - 36.1.10 Accounting and issuance of wages and other payments to administrative staff and teachers (leave, sick leave, bonuses, business missions);
  - 36.1.11 Effecting wire transfers and coordination of the relationships with the banks;
  - 36.1.12 Continuous relationship with Revenue Service and management of the necessary processes;
  - 36.1.13 Filing declarations with Revenue Service and Statistics Department within established timelines and according to agreed terms and conditions;
  - 36.1.14 Managements of assets and liabilities, management of inventories, minimization of risks;
  - 36.1.15 Financial administration of TMA current projects, evaluation of investments projects, drafting of business-plans according to projects, making relevant calculations;
  - 36.1.16 Analysis, statistic handling of financial results, calculation of statistic data on request and sending them to Statistics Department by mail;
  - 36.1.17 Peer bodies/working groups involvement in the working process, which are defined according to the TMA regulatory documents and upon Rector/Director's request.
  - 36.1.18 Discharge other powers within his/her terms of reference;
- 36.2 Finance Department is managed by the Head of the Department, who is accountable to the Supervisory Board and Rector.

## **Article 37. Legal Department**

- 37.1 Legal Department is a support structural unit of TMA, which ensures observance of with the law of Georgia in force in the activities of TMA.
- 37.2 The main functions of the Legal Department are as follows:
- 37.2.1 TMA representation and protection of its interests with state, public institutions and within the common law courts on the basis of representative authorization, granted by the Director;
  - 37.2.2 Drafting agreements to be executed with the TMA staff and students;
  - 37.2.3 Drafting of documents, regulating TMA activities, in cooperation with relevant Departments;
  - 37.2.4 Drafting contracts/memorandums/agreements, their legal analysis and performance control;

- 37.2.5 Writing opinions on legal acts drafted and presented by TMA or/and other organizations and institutions within their terms of reference;
- 37.2.6 Peer bodies/working groups involvement in the working process, which are defined according to the TMA regulatory documents and upon Rector/Director's request.
- 37.2.7 Discharge other powers within his/her terms of reference;
- 37.3 The Legal Department is managed by the Head of the Department, who is accountable to the Vice Rector in Institutional Development.

### **Article 38. Informational Technologies (IT) Department**

- 38.1 IT Department is a support structural unit of TMA, which ensures the equipment of TMA with informational technologies and their smooth operation. To this end, the Department discharges the following functions:
  - 38.1.1 Development of IT policy;
  - 38.1.2 Provision for data safety, making backups with a view to prevention of data loss;
  - 38.1.3 Monitoring of virtual servers, regular checks;
  - 38.1.4 Controlling the operation of the Internet and Intranet, provision for their smooth operation;
  - 38.1.5 Provision for the procurement of the technologies in accordance with the rules of procuring inventories;
  - 38.1.6 Provision for smooth operation of computers and other hardware;
  - 38.1.7 Administration of the webpage;
  - 38.1.8 Technical maintenance of the examination process;
  - 38.1.9 Administration of the Learning Process Management System (which is additionally regulated by the Rules of Application of Learning Process Management System);
  - 38.1.10 Technical maintenance of the events, held by various structural units;
  - 38.1.11 Rendering assistance to staff with the settlement of IT related problems; their training as required;
  - 38.1.12 Peer bodies/working groups involvement in the working process, which are defined according to the TMA regulatory documents and upon Rector/Director's request.
  - 38.1.13 Discharge of other powers within its terms of reference.
- 38.2 IT Department is managed by the Head of the Department and is guided by "Information Technology Management Policy and Procedure". The Head of the Department is accountable to Vice Rector in Institutional Development.

### **Article 39. Occupational Safety and Logistics Department**

- 39.1 Occupational Safety and Logistics Department is a support structural unit of TMA, which ensures the observance of the terms and conditions of exploitation of TMA assets and technical rules, also ensures the observance of labor safety rules and order within the TMA. To this end the Department discharges the following functions:
  - 39.1.1 Maintenance of premises, inventory, machinery, appliances and other assets on the books of TMA, provision for the maintenance of the order;
  - 39.1.2 Provision for smooth operation of TMA power supply, sewage and water supply systems;
  - 39.1.3 Provision of TMA structural units with stationery and household goods in accordance with budget items;
  - 39.1.4 Provision for observance of TMA fire and labor safety rules;
  - 39.1.5 Continuous technical scrutiny of TMA building, learning, auxiliary and working areas;

- 39.1.6 Provision for observance of sanitary-hygienic conditions, maintenance of tidiness on the territory of TMA and conduct of sanitary-hygienic measures;
  - 39.1.7 Procurement of necessary inventories and equipment for lecture halls and study spaces in accordance with the procedure of procurement of inventories before the beginning or during an academic year, with due consideration of the demands of relevant Departments/officials;
  - 39.1.8 Monitoring of current and thorough repairs and provision of construction/repair works with necessary materials;
  - 39.1.9 Participation in the discussion and fulfillment of cost breakdowns for construction-repair sites in TMA construction, economic and technical fields;
  - 39.1.10 Inventory taking by the end of a calendar year;
  - 39.1.11 Peer bodies/working groups involvement in the working process, which are defined according to the TMA regulatory documents and upon Rector/Director's request.
  - 39.1.12 Development of labor safety system, their implementation in TMA and controlling the fulfillment thereof; observance of labor safety rules in accordance with the law of Georgia;
  - 39.1.13 Identification of hazard and risk bearing factors;
  - 39.1.14 Implementation of the measures for the minimization of hazards and risks;
  - 39.1.15 Counseling TMA personnel on labor safety matters;
  - 39.1.16 Ensuring the implementation of the necessary measures for the prevention of risks;
  - 39.1.17 Discharge of the other functions within its terms of reference.
- 39.2 Occupational Safety and Logistics Department is managed by the Head of the Department, who is accountable to the Vice Rector in Institutional Development.

## **Chapter XV Teaching Staff**

### **Article 40. Academic and Invited Staff**

- 40.1 The academic and invited staff constitute the teaching staff of the TMA, who conduct the learning and scientific-research activities.
- 40.2 Any person, who has the necessary competence for the development of learning outcomes envisaged by the program may participate in implementation of the educational programs. Acquired knowledge, professional/academic experience, academic degree or/and publications are crucial for the determination of the competence.
- 40.3 Academic and invited staff may as well hold the administrative positions at TMA.
- 40.4 The academic and invited staff discharge their powers on the basis of the TMA Regulations, Staff Vacancy Management, employment contract, internal rules and other regulatory documents of TMA.

### **Article 41. Types of Academic Positions and Rules of Holding Them**

- 41.1 The academic staff of TMA consists of professors, associate professors, assistant professors and assistants;
- 41.2 TMA professors participate in the learning process and scientific researches or/and lead them;
- 41.3 An academic position can be held only on the basis of an open competition procedure, which is compatible with the principles of transparency, equality and fair competition;
- 41.4 The procedure of holding a competition is additionally determined by TMA Staff Vacancy Management.
- 41.5 An employment contract is executed with the academic staff in accordance with the procedure, prescribed by the law of Georgia;



- 41.6 The procedure of holding an academic position and determination of the threshold workload is regulated on the basis of Georgian Legislation and TMA Staff Vacancy Management and TMA Practices and Conditions of Academic Staff Affiliation and Workload.

## **Chapter XVI Learning Process**

### **Article 42. Determining student maximal number**

- 42.1 The threshold amount of the body of student is determined in accordance with the methodology, elaborated by TMA and is approved by the National Center for Educational Quality Enhancement in accordance with the procedure, prescribed by law.
- 42.2 Admission of students to an educational program, student status related aspects, student mobility and learning process are regulated in accordance with the procedure, prescribed by law and are provided for by the Procedure for Regulation of the Learning Process.
- 42.3 The benchmark of total intake and those to be admitted annually are determined on the basis of Strategic Plan and are described in details in the Procedure of Determination of Student Intake.

### **Article 43. Language of Instruction**

- 43.1 The language of teaching/learning is determined in accordance with the program: Georgian for Georgian-language programs and English for English-language programs.
- 43.2 If not otherwise prescribed by the respective educational program, specific components of an educational program can be taken both in the Georgian and English languages.

### **Article 44. Organization of Student Learning Process**

- 44.1 The learning process includes planning, organization and holding of all the types of learning-methodological activities; current and final monitoring of mastering the learning materials by students;
- 44.2 The issues, related to the organization of learning process are regulated by the law of Georgia in force, this Regulations, Procedure for Regulation of the Learning Process and other documents, also by the educational programs and syllabuses of the learning courses, presented by study departments which are developed and continuously updated in accordance with sector benchmarks of the educational program - Medicine and qualification requirements of the graduates.
- 44.3 The documents regulating the learning process are drafted by the Faculty of Medicine, considering the recommendations of Quality Assurance Department, the content of which documents are then communicated to the Faculty Board and approved by the Rector.

### **Article 45. Basic Principles of Arrangement of Student Learning Process**

- 45.1 The basic principles of arrangement of student learning process are as follows:
- 45.1.1 Strict protection of the rights and obligations of students and teachers;
  - 45.1.2 Development of educational programs and coordination and integration of the Departments for their implementation;
  - 45.1.3 International regulations and law of Georgia.



## **Chapter XVII. Alumni Association**

### **Article 46. Alumni Association**

- 46.1 Alumni association supports interests of TMA and its alumni, proceeds with the goals, mutually beneficial relations and continuous engagement of TMA alumni in the university life.
- 46.2 Alumni Association has the following goals:
  - 46.2.1 Building and developing long-term personal and professional relationships among association members
  - 46.2.2 Establishing business relations among TMA alumni and students;
  - 46.2.3 Sharing information on TMA alumni achievements;
  - 46.2.4 Supporting career growth of alumni;
  - 46.2.5 Supporting TMA activities;
  - 46.2.6 Developing relations with students and student unions;
  - 46.2.7 Increasing social responsibility in alumni activities;
- 46.3 Alumni Association activities are subject to 'Alumni Association Regulation'

## **Chapter XVIII. Final Provisions**

### **Article 47. Final Provisions**

- 47.1 This Regulations enters into force upon its approval by the Supervisory Board.
- 47.2 Any changes and amendments to this Regulations become effective only when executed in writing and approved by the Supervisory Board.
- 47.3 Invalidation of any of the paragraphs of this Regulations does not mean the invalidation of the whole Regulation. In this case the invalidated paragraph can be substitute by a paragraph, which may provide for the attainment of similar outcomes.
- 47.4 The titles of the Chapters and Articles of this Regulations are provided only for convenience purposes and these titles should not be taken into account as defining, substituting or interpreting any provision of this Regulation.