

Approved by the Rector's Board by Protocol N161 of 2023

Procedure for planning, elaboration, approval, development and cancellation
of an educational program

Article 1. General provisions

- 1.1 The planning, elaboration, approval and development of an educational program is a collaborative process involving all stakeholders (academic/invited staff, student, graduate, employer, representatives of various branches of the healthcare system, administrative personnel, and if necessary, local and international expert(s)).
- 1.2 According to this document, the initiative on planning and elaboration of the educational program at Petre Shotadze Tbilisi Medical Academy (hereinafter referred to as TMA) may be expressed by any person having the relevant qualifications and competence, or alternatively the need for the elaboration of the program may arise based on institutional development priorities and objectives of TMA.
- 1.3 The basis for the development of the ongoing program are the results and findings of the monitoring and periodic evaluation of the program, requirements defined/updated by the sectoral benchmarks, updated legislative regulations, sharing of the best local and international practices, institutional development priorities and goals, and other aspects.

Article 2. Planning, elaboration and approval of a new educational program

- 2.1 A person(s) with relevant qualifications and competence is entitled to elaborate and submit a new educational program, or a draft program, which is reviewed and approved in accordance with the procedure defined in this article.
- 2.2 The first stage of elaborating a new educational program is presenting an educational program or draft program to the rector.
- 2.3 In case if the presented educational program coincides with the institutional development priorities and objectives, a standing working group will be formed by an individual administrative act of the Rector, and its members may be the TMA affiliated persons with relevant competence in the field defined by the program. An invited lecturer, student, employer, local and/or international expert may be included in the working group as an invited persons.
- 2.4 In some cases, the elaboration of a new program may be planned based on the institutional development priorities and goals of TMA, for which a person(s) with relevant qualifications and competence will elaborate an educational program based on the individual administrative act of the Rector, which is reviewed and approved in accordance with the procedure defined in this article.
- 2.5 During the elaboration of the educational program, the demands of the labor market and employers, consultations with external partners, the specifics of the sector, trends and the best local and international practices shall be taken into account.
- 2.6 At the end of the program elaboration, the content of the educational program should include the following

information:

- 2.6.1 Name of the educational program;
- 2.6.2 Level of the Higher Education;
- 2.6.3 Academic degree/qualification to be awarded;
- 2.6.4 Language of instruction;
- 2.6.5 Prerequisites for admission to the program;
- 2.6.6 The purpose of the educational program;
- 2.6.7 Learning outcomes;
- 2.6.8 Program curriculum, competence map and syllabi of all mandatory and elective components;
- 2.6.9 Teaching and learning methods;
- 2.6.10 Student knowledge assessment system;
- 2.6.11 Potential for continuing studies/field of employment;
- 2.6.12 Information about human resources (personal files of academic and invited staff engaged in the program).
- 2.7 The following annexes shall accompany the program for approval:
 - a) analysis of the labor market and employers demands;
 - b) analysis of the needs in (bio)medicine, healthcare and related fields and/or institutional development prospects;
 - c) information about the human and material resources needed for the implementation of the program.
- 2.8 The educational program, syllabi and accompanying annexes elaborated and agreed by the working group are submitted to the TMA Quality Assurance Office for evaluation and determination of compliance with accreditation standards.
- 2.9 Based on the conclusion of the TMA Quality Assurance Office:
 - a) if necessary, the newly elaborated educational program is returned to the working group for reviewing the remarks of the TMA Quality Assurance Service and relevant modification;
 - b) in case of positive assessment, the new educational program will be submitted to the Rector for approval.
- 2.10 In the process of working on a draft educational program, or in its completed version, the program may be shared with a local or international expert for a collegial, developmental assessment.
- 2.11 In case of joint programs, its planning, elaboration, approval, development and cancellation are carried out in accordance with the agreement signed between partner HEIs.
- 2.12 In case of approval of the new educational program, the program catalog is developed which includes general information about the educational program. The catalog will be posted on the official TMA website, where it is available for any interested person.
- 2.13 The newly elaborated educational program will be implemented only on the basis of accreditation granted

by the National Center for Educational Quality Enhancement.

Article 3. Monitoring, periodic evaluation and development of an accredited educational program

- 3.1 This article defines the procedure for monitoring and developing an ongoing educational program accredited at TMA.
- 3.2 The ongoing accredited educational program is monitored by the TMA Quality Assurance Office in compliance with the principles of academic freedom and integrity, collegiality, professional ethics and includes routine surveys and focus groups of the program implementing persons, students and graduates regarding the course and process, regular semester analysis of students' academic performance, assessment of the quality of teaching by direct observation of the learning process, study of the effectiveness of the assessment system and instruments used for the program. With certain periodicity the requirements of the employers are studied and/or evaluation of the educational program by the employers is carried out.
- 3.3 Results obtained through monitoring and evaluation of the program, as well as rapidly updated methods of teaching-Learning and Assessment (TLA), development of local and international standards and ever-changing environment may become the basis for changes in the program and its further development.
- 3.4 The draft changes into the program and the statement about necessity/feasibility of changes in the case of medical education programs will be submitted by the Programs Department to the Curriculum Committee of the School of Medicine. Medical School.
- 3.5 A draft amendment to the ongoing doctoral program(s) and the statement about necessity/feasibility of change will be submitted by the Scientific-Research and PhD Department to the Dissertation Board.
- 3.6 The draft amendment to the ongoing master's program(s) and the statement about necessity/feasibility of change will be submitted by the unit responsible for the program implementation to the Board made of persons with the relevant competence defined by the Rector's Order.
- 3.7 Changes made for the development of educational program may be, but not limited to, addition/removal of the learning component, shifting the course/module between semesters, changes to the volume and duration of the academic course, upgrading of the system and methods of teaching-learning and assessment, or any change aimed at the development of the program and is not subject to program re-accreditation.
- 3.8 The components of the program (content, duration, teaching-learning and assessment methods) may be renewed annually, immediately after the end of the academic year, and reflected in the relevant syllabi.
- 3.9 The change in the educational program is made on the basis of the conclusion of the Curriculum Committee or the Dissertation Board.
- 3.10 In accordance with the decision made by the Curriculum Committee/Dissertation Board, the Programs Department/Program Working Group will develop an action plan, which will be shared with the Quality Assurance Office for the purpose of monitoring and evaluation of the processes.

- 3.11 According to the changes made to the program, the program catalog is updated and posted in the updated form on the TMA website.
- 3.12 Reflecting the changes in the program description and syllabi is the responsibility of the relevant program implementing department, with the involvement of the syllabus author and other course implementing persons. The updated syllabus is revised and approved by the Quality Assurance Office at least 2 weeks prior to the start of the academic year.
- 3.13 The School Board shall be notified about the development of and amendments to the program.

Article 4. Cancellation of the program

- 4.1 The basis for cancellation of the educational program may be the shortcomings and ineffectiveness identified by the internal or external evaluation of the program, which may be related to low public interest in the program, inconsistency of the program with the demands of the labor market and employer, the results of the students and alumni survey, the change in the strategic vision of the institution, the termination of cooperation with external partners supporting the implementation of the program and other reasons.
- 4.2 Proposal on cancellation of the educational program, initiated by the program supervisors and taking into account the conclusion of the Quality Assurance Office, will be considered by the Curriculum Committee in the case of medical education programs, the Dissertation Board in case of doctoral programs, and the board made of the persons with relevant competence in case of master's program.
- 4.3 In case of a positive decision on cancellation of the program, the Rector issues the relevant legal act.
- 4.4 In case of a decision on cancellation of the program, with the consideration of students' legitimate interests, the program may switch to a phaseout mode, during which, based on the duration of the academic program, all students with the active status will be given the opportunity to complete their studies and be awarded the qualification envisaged by the program, without receiving new entrants. In case of termination of the program without the phaseout mode, for the students (if any) enrolled in the program, the educational process will proceed in accordance with the mobility norms, in some cases, on the basis of prior coordination with other HEIs.

Article 5. Final provisions

- 5.1 This document is approved by the Rector's Board.
- 5.2 Amendments to this document shall be made in accordance with the procedure for its approval.