

Approved by the Rector's Board by Protocol N140 of 2023

The Student Consultancy Services and Mechanisms for Student Support

Petre Shotadze Tbilisi Medical Academy's one of the main priorities is to identify student's needs and respond to them in a timely manner through carrying out appropriate measures. **TMA, as a student-oriented institution, has developed mechanisms and services for academic, psychological and career support.**

The Student Consultancy Services

The Department of Institutional Culture Development of TMA provides the Student Counseling and Alumni Relations Services. The Student Counseling Service considers mental health and career development services and intends to listen, understand and help with resolving the student's psycho-emotional (psychology service) and social concerns.

The Psychology Services include the following directions:

- According to the needs of students, providing psychological counseling and support for planning the study process and improvement of the academic achievements;
- Redirecting students to the appropriate specialist based on their psycho-emotional problems;
- Promotion, and support of extracurricular activities and student initiatives of psychological character, on the topics of mental health conditions and their prevention;
- Organization of the workshops/meetings on the topics of psychology and related interdisciplinary fields.

The Student Consultancy Service primary goal is to assist students in planning their professional goals and activities, a mission it carries out in conjunction with the Department of Scientific Research and Doctoral Studies.

The Student Consultancy Service offers career support for students through four (4) directions:

1. Career development counseling for students, which includes:
 - Providing information about qualification exams
 - Supporting students in their pursuit of career development overseas (including the U.S. Medical Licensing Examinations, Licensing Examinations of the Medical Council of India) by acquainting them with regulations and delivering essential information
 - Guiding students in the preparation of applications, composing cover letters and refining Resumes for academic pursuits, employment, and/or scholarship applications
 - Searching and sharing with student's information about current and emerging academic programs, including doctoral programs, beyond the scope of TMA
2. Communicating with potential employers (including clinics, insurance companies, as well as governmental and non-governmental public health care organizations and biomedical and public health care research organizations), which includes:
 - Organizing job fairs, at which potential employers, including clinics present information on vacancy openings relevant to students' competencies

- Coordinating internship and/or on-the-job training processes with potential employers
 - Creating and continuously updating the database of potential employers
3. Strengthening the TMA Alumni Club to foster future career development for students, which includes:
- Facilitating opportunities for students to gain practical experience in a clinical setting through TMA graduates
 - Facilitating opportunities for students to engage in clinical and public health care research through TMA graduates
 - Providing mentorship to students (offering professional advice in the area of their specialization)
4. Fostering professional development in the domain of research, which includes:
- Connecting students with TMA faculty to foster the development of research competencies; conducting workshops and training sessions for students to enhance their research skills
 - Engaging students in transdisciplinary projects/research and supporting them in acquiring new skills (photography, storytelling techniques)
 - Providing students with information on career opportunities in the field of research

Mechanisms for Student Support

Orientation meetings held for the first-year students within two weeks after the start of the academic year, which mainly include the following:

- Introduction to the TMA mission, goals, objectives and strategy;
- Introduction of students to their rights and obligations;
- Introduction of the main provisions of the documents regulating the educational process and information about their accessibility;
- Provision of information about various support measures (e.g. scholarship, flexible tuition payment schedule, etc.) considering the socio-economic status of the student;
- Introduction to the rules of using the electronic learning management system;
- Provision of information on orientation meetings periodically held in the library;
- Provision of information on TMA website, which is a medium/source for disseminating official information.
- Peer-to-peer learning club student-tutors share their experience with their peers and help them with exam preparation.