

Elections of Student Representatives to the Curriculum Committee

Curriculum Committee is a peer body, set up based on the Rector's order, which ensures the creation/development of new and current educational programs and submits them to the TMA Rector for approval. Permanent members of the Curriculum Committee are the representatives of TMA administrative staff and academic staff. 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. TMA students are also Curriculum Committee members.

According to the strategic plan of TMA 2021-2028, in the Curriculum Committee students should be selected from each academic year, 6 students in total, consequently. Students must be equally selected from both study programs - 3 students from the Georgian program and 3 students from the English program. Student Members of the Curriculum Committee should be elected by the TMA students for the term of 2 academic years through open elections (voting). All 6 representatives will have to meet regularly and discuss the pressing issues regarding the curriculum. It is not mandatory for all 6 students to attend the meetings of the Curriculum Committee (which is held once or several times per semester). However, 2 representatives from the students are required to attend the meetings and raise issues related to the teaching-learning or assessment processes. All Curriculum Committee decisions must be shared with all six student members.

Regarding the appointment of the curriculum committee meeting, the curriculum committee provides information to the Institutional Culture Development Department, which in turn provides information to the students who are members of the curriculum committee.

Article 1: The responsibilities of student representatives in the Curriculum Committee:

1.1. Attending the meetings of the Curriculum Committee in accordance with the learning process tasks/problems.

1.2. Provide the Curriculum Committee with the student's point of View and opinions regarding:

- A. Educational program
- B. Methods of teaching
- C. Assessment methods
- D. Available resources and their usage
- E. Research activities
- F. Additional recommendations

1.3. Act as the focal point(s) to represent students of respective study academic years and engage in discussions regarding teaching and learning assessment processes.

1.4. Act as a working group member in different projects and research related to curriculum development and study process.

1.5. Act as a working group member in coordination with the Quality Assurance Department - conducting surveys and analysis of students' opinions regarding various issues related to the program, courses, teaching methods, and study process in general.

1.6. Curriculum Committee elections must be held once in two academic years. Students can hold the position for two years mandatory rotation basis. The same student cannot be elected for 4 consecutive years.

Article 2: The Importance of students' representation in the Curriculum Committee:

2.1. Strengthen the mission of the Tbilisi Medical Academy, the student-centered culture, and increase the channels of partnership between the students and the University.

2.2. Assist fellow students with having their voice heard share experiences and participate in the development of the Medical Curriculum.

2.3. Gain and develop essential skills such as communication, teamwork, leadership, problem-solving, organizational, and presentation skills.

2.4. This experience will significantly enrich the representative's portfolio.

2.5. Curriculum Committee student members will become a part of the group of active students that liaise with the professional, administrative, and academic staff members of the university.

Article 3: The Benefits of Student Representatives in the Curriculum Committee upon successful completion of the term:

3.1. A certificate shall be issued by the end of the term (2 academic years) for each representative of the Curriculum Committee.

3.2. Opportunity to participate in the capacity-building activities such as exchange programs, training, and conferences that will support fulfilling their responsibilities in the Curriculum Committee.

3.3. Through specific initiatives, student members of the Curriculum Committee will be able to support real changes and innovations in the learning process that will be crucial to their academic and professional success.

Article 4: The candidate has to meet the following criteria:

4.1. Academic performance (GPA) should not be less than 2.5.

4.2. Resume/CV with a photo (resume should include a brief description of the student's interests, aspirations, and experience in extracurricular, academic, and social activities, such as volunteering, presentations, and student conferences. (not to exceed 300 words).

4.3. The candidate must submit a motivational letter (describing the vision for the Curriculum Committee and the reason for nominating candidacy (not to exceed 300 words).

Article 5: Registration:

5.1. Late submissions will not be accepted.

5.2. At the moment of the application deadline, candidates with incomplete application forms will be removed from the election process.

Article 6: Election Day:

6.1. Online elections are conducted through voting through Google Forms with students using only their TMA e-mail addresses.

6.2. The winners will be the students who will have the most votes.

6.3. Election results will be considered valid only if a minimum of 10% of TMA students have participated in it.