Statute of Petre Shotadze Tbilisi Medical Academy

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Chapter I. General Provisions

Article 1. Scope
1.1 The main directions of the activities and issues related to the functioning of Petre Shotadze Tbilisi Medical Academy LLC (hereinafter - TMA) shall be subject to this statute.

Article 2. Legal grounds for operations
2.1 Petre Shotadze Tbilisi Medical Academy operates in the form of a limited liability company and carries out higher educational and scientific-research activities on the basis of the legislation of Georgia.

2.2 The activity of TMA is based on the Constitution of Georgia, international legal acts, the Law of Georgia on Higher Education, other normative acts and the present Statutes.

2.3 The full name of TMA in Georgian is - შპს პეტრე შოთაძის სახელობის თბილისის სამედიცინო აკადემია (abbreviated - თსა) and in English - Petre Shotadze Tbilisi Medical Academy LLC (abbreviated - TMA). The legal address of TMA is 51/2 K. Tsamebuli Avenue.

2.4 TMA has an official seal, bank accounts, website - tma.edu.ge, official email, and other details.

2.5 Studying at TMA is conducted in Georgian and English languages.

Article 3. Mission and Goals
3.1 **TMA mission:** "TMA, as a student-oriented higher educational institution, prepares professionals in the field of national and international health care by using an innovative approach and evidence-based knowledge. Further, by implementing research-based activities, TMA contributes to the development of Georgian society."

3.2 The goals of TMA are based on the Law of Georgia on Higher Education and include the following:

    3.2.1 Education of highly qualified medical professionals with leadership qualities;

    3.2.2 Creation of new knowledge through medical research taking into account the needs of the society;

    3.2.3 Sharing knowledge to ensure sustainable development of the society.

Chapter II.Governance, Management and Structure

Article 4. Appointment of Governing Bodies
4.1 TMA shall be administered on the basis of the legislation of Georgia, the by-law of TMA and the present Statutes. The highest authorities of TMA are the Partners' Meeting and Supervisory Board.

    4.1.1 The members of the Supervisory Board are appointed and dismissed by the Partners' Meeting.

    4.1.2 The powers of the Supervisory Board shall include as follows:

    4.1.2.1 Appointment and dismissal of the Rector.

    4.1.2.2 Approving the TMA mission, structure, present statutes, strategic development plan (for 7 years) and action plan (for 3 years), as well as the changes implemented in them, jointly developed by the Rector of TMA and relevant structural units.

4.1.2.3 Determining the issue of wages when awarding the title of Honorary Doctor and Emeritus on the basis of the rector's proposal.

4.1.2.4 Reviewing the draft general budget, making changes and additions in it as needed, and approving the budget in case of a positive assessment.

4.1.2.5 Setting the tuition fees;

4.1.2.6 All other functions of the Supervisory Board shall be determined by the by-laws of TMA.

4.2 Management Bodies :

4.2.1 Rector

4.2.2 Board of Advisors

4.2.3 Rector's Council

4.2.4 Vice-Rector in International Affairs

4.2.5 Vice-Rector in Research

4.2.6 Vice-Rector in Institutional Development

4.3 TMA is managed and represented by the Rector.

4.4 TMA has qualification requirements for the Rector.

4.5 The Rector appoints and dismisses the vice-rectors.

Article 5. Rector

5.1 As a higher educational institution, educational and research activities of TMA are carried out under the leadership of the Rector.

5.2 The Rector is appointed and dismissed by the Supervisory Board.

5.3 A legally competent person who has attained 30 years of age and has obtained higher education may be appointed as a Rector.

5.4 Without the approval of the Supervisory Board the rector may be the rector of another higher educational institution or a member of the academic council (or that of the body with a similar role), or the director of another organization.

5.5 The rights and duties of the Rector, in their absence, may be delegated to an employee determined by the order of the Rector.

5.6 The rector of TMA is authorized to exercise the following powers:

5.6.1 Representing the interests of TMA in relations with third parties, including academic, educational and scientific circles, and holding agreements for this purpose on behalf of TMA, etc.;

5.6.2 Appointment to the position and dismissal from the position;

5.6.3 Determination of policy and main directions of educational and research activities;

5.6.4 The Rector, together with the structural units of TMA, develops the mission, goals, structure, present regulations, strategic development plan (7-year) and action plan (3-year) and submits them for the approval to the supervisory board;

5.6.5 The approval of short-term operational plans;

5.6.6 Supervision and control of the relevant structural units provided by the structure of TMA;

5.6.7 Approving documents regulating the activities of TMA (except documents belonging to the competence of the Supervisory Board and the Rector's Council), as well as issuing legal acts related to the student's status and making changes/additions to them;

5.6.8 Making decisions on creation-cancellation of new educational programmes/schools;

5.6.9 The approval of the form-questionnaire of the unified national examinations (determination of the admission quota, elective subjects, assigned coefficients, priorities, minimum level of competence) and the number of places determined for mobility based on the decision of the commission created by the order of the rector. Also, approving the number of places for students to be enrolled without unified national examinations;

5.6.10 Announcing the competition for academic positions based on the dean's submission; determination of the members of the competition commission; appointment of winning candidates to positions based on the conclusion of the competition commission;

5.6.11 Creation of commissions/committees based on relevant submissions and determination of their membership;

5.6.12 Approval of diploma and diploma annex forms;

5.6.13 Issuance of appropriate order after awarding qualifications to the graduates;

5.6.14 Performing other authorized activities related to the management of the educational process in TMA, established by the legislation of Georgia, the presented regulation, and other legal acts carried out in TMA; Making all the other decisions (document approval) related to the activities of TMA, which do not belong to the competence of another structural unit/official.

Article 6. Rector's Council

6.1 The Rector's Council is an governing body that makes decisions on issues of strategic importance, related to the educational, scientific and administrative activities of TMA, develops recommendations within its competence, reviews and approves/submits the documents regulating the activities of TMA to the Rector for the approval, the approval of which is not to be decided by another collegial body/official;

6.2 The members of the Rector's Council are the Rector, Vice-Rector in Research, Vice-Rector in Institutional Development, Vice-Rector in International Affairs, Head of the Department of Institutional Culture Development, Head of the Quality Assurance Office, Head of the Legal Office, Dean of the School of Medicine. The Rector's Council may be attended by invited members, depending on the topic.

6.3 Functions of the Rector's Council:

6.3.1 Determining the progress of implementation of TMA operational plan and changing the priorities if necessary;

6.3.2 Reviewing the report on the interoperability of the processes with the action plan by the quality assurance office, and preparing a proposal for the correction of the action plans if necessary;

6.3.3 Review of TMA budget disposal;

6.3.4 Control of the process required for TMA accreditation / authorization;

6.3.5 Reviewing the strategic development and action plans of TMA once a year and submitting a suggestion for their correction to the Supervisory Board if necessary;

6.3.6 Review of other TMA issues, which do not belong to the issue(s) to be decided by another collegial body/official; Also, making decisions on strategic issues.

6.3.7 In light of the commission's conclusions, consider and make a decision for the determination of the student admission quota.

6.3.8 Implementation of other powers within the competence, in accordance with the regulatory documents of TMA and the legislation of Georgia.

Chapter III. Board of Advisors

Article 7. Board of Advisors

7.1 The Rector has advisors who advise in accordance with their level of competence.

7.2 Functions of Board of Advisors:

7.2.1 Development of the strategic vision of TMA;

7.2.2 Supervision of the activities of working groups in the relevant direction;

7.2.3 Participation in the process of project planning and development together with the international partners, foundations, donor organizations, based on TMA development issues;

7.2.4 Involvement in representative meetings of different levels, in the implementation of international scientific-research projects, programmes and grants;

7.2.5 If necessary, provide consultation in accordance with competence.

7.3 The Board of Advisors is headed by the chairman, who is accountable to the Rector of TMA.

Chapter IV. Vice-Rectors

Article 8. Vice-Rector in International Affairs

8.1 The Vice-rector in the direction of International Affairs is responsible for the development of TMA's international relations, promotion of internationalization and implementation of the best international practices in TMA's activities.

8.2 Functions of the Vice-Rector in international Affairs:

8.2.1 Coordinating and leading the work of International Relations Office , ERASMUS Office and Admissions Office for International Students ;

8.2.2 Development of the concept of development of international relations, main directions of strategy implementation and ways of work performance and presentation to the rector;

8.2.3 Planning and implementation of events for further promotion of TMA in the international arena and deepening of international relations, strengthening existing relations with partner universities and establishing new relations.

8.2.4 Participating in the selection of worthy candidates for participation in exchange programmes through a competition;

8.2.5 Examination of existing agreements between TMA and foreign students, as well as with TMA and companies attracting foreign students, and their further refinement.

8.2.6 Providing consultation for better planning of foreign students' educational process, as well as social conditions and active leisure time.

8.3 The Vice-Rector in the direction of International Affairs reports to the Rector and is accountable to the Rector.

Article 9. Vice-Rector in Research

9.1 The Vice-Rector in Research is responsible for the development of the research component of Petre Shotadze Tbilisi Medical Academy, integration of research into the educational process, and scientific communication. Vice-rector is also responsible for the initiation and implementation of inter and trans disciplinary activities and applied research, development and implementation of PhD programmes. Functions of the Vice-Rector in Research are:

    9.1.1 Determination and planning of activities aimed at the development of the research component in accordance with the priorities determined by the strategic development plan of the institution;

    9.1.2 Initiation and implementation of scientific-research projects and activities taking into account the institution's profile and priorities;

    9.1.3 Initiation and implementation of programmes and activities focused on the promotion and encouragement of the scientific activities of the staff , young scientists and students of the institution;

    9.1.4 Development of scientific cooperation at the national and international levels;

    9.1.5 Taking into account the profile and priorities of the institution, to develop the research component in the educational programmes in accordance with the norms determined by the normative acts of the Georgian legislation;

    9.1.6 Elaboration, introduction, implementation coordination, and development of the scientific-research and educational (doctoral) programmes in accordance with the national and international standards;

    9.1.7 Determination and planning of scientific communication activities taking into account the specifics of the institution;

    9.1.8 Finding and developing necessary resources for the research component.

    9.1.9 Performing other functions determined by the rector.

9.2 The Vice-Rector heads the Scientific Research and PhD Department in the direction of research. The vice-rector also coordinates the grant office "Horizon Europe", the laboratory, the library and the Scientific-grant, Bioethics International and Library committees of TMA.

9.3 The Vice-Rector in Research subordinates to the Rector and is accountable to the Rector.

Article 10. Vice-Rector in Institutional Development

10.1 The Vice-rector in Institutional Development is responsible for managing the administrative activities of TMA, including the proper and effective functioning of the structural units operating under their authority. The vice-rector is also responsible for the implementation of other administrative activities determined by the regulatory documents of TMA, the promotion of the implementation of strategic development and action plans.

10.2 Functions of the vice-rector in Institutional Development are:

    10.2.1 Coordination and management of Human Resources Management Office, Office of Proceedings, Legal Office, Information Technology Officeand Logistics Office.

    10.2.2 Development/implementation of human resource management policies, work procedures and other regulatory documents;

10.2.3 Determination of necessary trainings for the development and raising qualification of administrative personnel; creation/implementation of personnel evaluation and motivational systems; participation in staff satisfaction surveys; participation in the coordination of activities of structural units and activities between structural units;

10.2.4 Controlling the process of document circulation in TMA in accordance with the respective procedure.

10.2.5 Control of the proper functioning of the information technology system of TMA, the electronic system of the educational process, other electronic systems, hardware and software tools and supervision of its constant updating;

10.2.6 Management of the Logistics Office in terms of operation of TMA property, technical conditions, economic activity, sanitary norms, labor safety conditions and maintenance of order. Controlling health protection and safety of the people within the space of TMA. Cooperation with various state institutions in order to protect order and security and the implementation of labor safety culture in the workplace. Monitoring of proper functioning of first aid, fire safety and evacuation regulations.

10.2.7 Coordination of Legal Office. Involvement and support in the process of preparation of contracts/memorandums/agreements to be signed between TMA and students/third parties. Also participation in the development of internal regulations of the Academy and the process of preparation of regulatory documents of TMA activities.

10.3 Human Resources Management Office, Office of Proceedings, Legal Office, Information Technology and Logistics Office are subordinated to the vice-rector in Institutional Development.

10.4 The vice-rector in Institutional Development reports to the rector and is accountable to the rector.

Chapter V. Curriculum Innovations in Medical Education Department

Article 11. Curriculum Innovations in Medical Education Department (CIMED)

11.1 The Department of Innovations in Medical Educational Programme is a structural unit of TMA, which carries out its activities in the following directions:

11.1.1 Implementation of innovative teaching and learning strategies in the process of updating educational programmes;

11.1.2 Implementation of self-directed learning based teaching;

11.1.3 Full implementation of learning and teaching activities supporting high order thinking in the learning and teaching process;

11.1.4 Introduction of horizontal and vertical integration between theory and practice, as well as between basic and clinical modules;

11.1.5 Full implementation of competency-based learning;

11.1.6 Implementation of learning outcomes, educational activities and evaluation format in all activities of the educational programme;

11.2 The department members are the administrative and/or teaching staff of TMA;

11.3. The Department of Innovations in Medical Education is headed by international experts, who are accountable to the rector of TMA.

Chapter VI. Department of Institutional Culture Development

Article 12. Department of Institutional Culture Development

12.1 The Department of Institutional Culture Development is responsible for organizing TMA activities with partners to achieve the Academy's mission, which is focused on the community it serves. The department promotes awareness of TMA's mission and the development of an institutional culture that includes institutional social responsibility (CSR), implementation of ethical behavior, academic integrity, and involvement of staff and students in community activities.

12.2 The department works on the development of institutional culture through the active involvement of current and former students, staff, in order to achieve the mission of the academy. In addition, the department participates in activities of an intra cultural nature in the context of medical education.

12.3 The functions of the Institutional Culture Development Department are:

   12.1.1 Promotion of participation of students and employees in extra-curricular initiatives and projects, priority CSR events;

   12.1.2 Strengthening of cooperation with public health organizations and support of joint initiatives in order to raise the awareness of the population on the modern challenges of public health;

   12.1.3 Implementation of transparent procedures and guidelines in the process of submitting/reviewing applications for TMA students' grant programme, independently of the membership of the student academy, to ensure equal opportunities for each student in the development and implementation of social and cultural projects.

   12.1.4 Supporting the review of students' grant applications by the Students' Grant Programmes Commission;

   12.1.5 Support of information-educational and consulting initiatives, for the purpose of development of students' well-being and their competencies, in the directions of self-awareness, self-analysis and self-regulation.

   12.1.6 coordination of elections and activities of the Student Academy;

   12.1.7 Strengthening TMA alumni network through regular communication and involvement of alumni and ex-employees in TMA training, research, CSR and community events.

   12.1.8 connecting TMA students in the public and private sector with potential employers who carry common institutional and CSR values;

   12.1.9 Ensuring the positioning of TMA as a reliable educational and research institution and an organization with a strong institutional culture among public and private partners operating in Georgia and abroad, by developing and implementing an effective information strategy.

12.4 The Department of Institutional Culture Development is subordinate to the rector and is accountable to the rector.

12.5 The Department of Institutional Culture Development includes the Marketing and PR Office, Social Project Management Service, Students' Counselling Office, Alumni Relations Office.

Chapter VII. Quality Assurance Office

Article 13. Quality Assurance Office

13.1 The goal of the quality assurance office is to promote the integration of the TMA in the common European space of higher education and to implement the principles of the Bologna process; to evaluate the quality of the current educational and scientific-research work in the TMA; together with other services and officials, take care of the continuous improvement of the qualification level of the staff and ensure the introduction of modern methods of learning, teaching and evaluation; To develop quality assurance mechanisms and for their effective functioning to implement the culture of education quality at all levels of TMA's work.

13.2 Quality Assurance Office functions are:

13.2.1 organization and management of the authorization and accreditation process;

13.2.2 Creation and continuous development of teaching quality evaluation mechanisms;

13.2.3 Creation and continuous development of scientific-research activity assessment mechanisms in cooperation with the Scientific-Research and PhD Department;

13.2.4 determining mobility, credit recognition and programme compatibility;

13.2.5 Developing the rules for creating, updating, implementing and evaluating the educational programme, the procedure for its approval, change and cancellation and submitting it to the Curriculum Committee;

13.2.6 Evaluation of educational and scientific-research activities of TMA and development of recommendations for quality enhancement;

13.2.7 Evaluation of the development of teaching and scientific-research personnel of TMA;

13.2.8 promoting the introduction of innovative teaching and assessment methods;

13.2.9 Establishing international connections in order to increase the degree of integration of TMA in the space of higher education.

13.2.10 Implementation of additional duties defined by the TMA statute and legal acts within the scope of competence.

13.2.11 participation in the planning of relevant competitions for occupying academic positions and monitoring their implementation;

13.2.12 Assessment of material and technical resources necessary for the implementation of educational, scientific and research activities and development of development-oriented recommendations.

13.3 The Examination Center is subordinate to the head of the Quality Assurance Office.

13.4 The head of the Quality Assurance Office is accountable to the rector, to whom he/she submits annual reports evaluating the academic year and institutional activities.

13.5 Detailed information about the activities of TMA Quality Assurance Office is defined in the document "Statue of the Quality Assurance Office."

Article 14. Examination Center

14.1 The Examination Center is a structural unit of TMA, the purpose of which is to ensure the organization and holding of the testing process, midterm and final exams in the examination center. Establishing/permanent updating of valid test base for students' knowledge assessment.

14.2 The functions of the Examination Center are:

14.2.1 Ensuring that examinations are held in accordance with the examination schedule;

14.2.2 Forming the exam task using the topics presented by TMA test bases/learning course providers;

14.2.3 Coordinating the process of updating the tests/retrieving the tests from different databases/validating tests;

14.2.4 Identifying invalid tests/topics and removing them from the exam tasks based on student achievements, in coordination with the Quality Assurance Office;

14.2.5 Uploading the exam tasks to the Moodle system;

14.2.6 Ensuring that examinations are held in accordance with established rules;

14.2.7 Supervising the examination process through observer(s);

14.2.8 Removal of the student from the exam and annulment of the exam results in case of violation of the established rules by the student during the course of the exam;

14.2.9 Recording the results achieved by the students on the exam and reflecting them in the electronic student management system.

14.2.10 Involvement in the work of the appeal commission.

14.3 The Examination Center is directly subordinated to the Head of Quality Assurance Office. The Examination Center consists of the head of the examination center, assistant of the head in technical matters, coordinator and observers.

14.4 The activity of the examination center is further subject to the Regulations of the Examination Center".

Chapter VIII. Strategic Development Office

Article 15. Strategic Development Office

15.1 The Strategic Development Office is a structural unit of TMA, the purpose of which is to ensure the organization and management of institutional strategic planning and related processes in accordance with the mission, vision and values of TMA. For this purpose, the office performs the following functions:

15.1.1 Formulating or revising the methodology for the strategic planning process and ensuring its implementation.

15.1.2 Coordinating the essential processes for strategic planning.

15.1.3 Elaboration and implementation of action and operational plans;

15.1.4 Ensuring the existence of clear and measurable plans for structural units;

15.1.5 periodic monitoring of plans and preparation of reports;

15.1.6 Securing the optimization of priority business processes;

15.2 The Strategic Development Office is accountable to the Rector and is tasked with reporting directly to the Rector.

Article 16. The School of Medicine

16.1 The School of Medicine is the main educational unit of TMA, which, within the framework of academic freedom, ensures the upbringing of highly qualified professionals with leadership traits in the field of medicine, promotes the professional development of academic and invited personnel, and the implementation of research; grants the qualification of a licensed medical doctor.

16.2 The School of Medicine is headed by a dean, who is appointed and dismissed by the rector.

16.3 A competent person who has turned 30 years old and has a higher Medical education can be appointed as a dean.

16.4 The dean of the school directs the work of the Faculty Board   and represents the school at the other structural units of TMA, as well as at the other academic institutions within the country and abroad within their authority;

16.5 Dean's Functions are:

    16.1.1 Developing the rights and duties of the staff provided by the internal structure of the school, and submitting it to the vice-rector in   Institutional Development;

    16.1.2 Submission of the budget project necessary for the implementation of the school's action plan, corresponding goals and objectives, developed together with the subordinate structural units, to the Financial Office   ;

    16.1.3 Initiating, planning and leading the meetings of the school board and ensuring its effective work; Also, presenting a report on the school's activities and future planned news every semester;

    16.1.4 Full involvement in the work of relevant committees of TMA;

    16.1.5 Submitting the list of students to be awarded with academic degrees/qualifications to the Faculty Board;

    16.1.6 Staffing the School of Medicine with qualified human resources together with the Human Resources Management Office   ;

    16.1.7 Preparing a suggestion for announcing a competition for an academic position and submitting it to the Rector in written form;

    16.1.8 Coordinating the distribution of workloads of academic/invited staff and ensuring its timely performance;

    16.1.9 Managing the effective work of subordinate employees and ensuring the timely performance of contractual duties;

    16.1.10 Developing recommendations for the appointment, dismissal, promotion and encouragement of school staff and presenting them to the Rector;

    16.1.11 Informing school employees (administrative/academic/invited) about the decisions related to the ongoing educational process in TMA;

    16.1.12 Promotion of the educational and research activities in the school together with the relevant structural units;

    16.1.13 Participation in the process of drafting the for Academic Year, drawing up the study/examination schedule and organizing exams and other issues related to the educational process; Ensuring consistent implementation of educational programmes;

    16.1.14 Development of students' achievement evaluation forms, together with other services;

16.1.15 Determining the contingent of students to be transferred to the next stage of education and individual schedules for individual students based on the their semester results, together with the Educational Process Management Service;

16.1.16 Promotion of professional and personal development of students within the scope of their competence;

16.1.17 Participation in the process of evaluation and development of educational programmes together with the co-leaders of one-step educational programmes, the Quality Assurance office and the Curriculum Committee;

16.1.18 Ensuring the implementation of the decisions of the School Board, Rector and Quality Assurance office within the scope of their competence;

16.1.19 Preparing drafts of legal acts and submitting them to the rector for approval, within the scope of their competence;

16.1.20 Submission of a summary report at the end of each year based on the reports of the subordinate services to the Head of the Quality Assurance Office.

16.1.21 Active participation in the development of regulatory documents related to the educational process of TMA;

16.1.22 Active participation in the institutional authorization/programme accreditation processes together with the administrative circles defined by TMA organogram;

16.1.23 Individual meetings with students/groups of students, permanent determination/analysis of their needs and appropriate response;

16.1.24 Working on the popularity and prestige of TMA School of Medicine both locally and internationally together with the relevant structural units;

16.1.25 Initiating/planning/implementing scientific/educational/social events on behalf of the School of Medicine together with relevant structural units;

16.6 The following departments operate in the School of Medicine: Department of Learning Process Management; Department of Programmes   ; Department of Clinical Skills and Objective Structured Examinations.

16.7 The Dean of the school is responsible for the correctness of the documentation prepared by the school, presented to the relevant person(s) for signature;

16.8 The Dean of the school reports to the Rector and is accountable to the Rector and the Quality Assurance Office;

Article 17. Faculty Board

17.1 The Faculty Board is a collegial body. The School body consists of all elected academic staff, as well as selected visiting lecturers and students.

17.1.1 The replacement of academic personnel in the school board takes place automatically based on the results of the elections for the academic position, as well as in the case of dismissal from the academic position/end of term;

17.1.2 The selection of the personnel invited to the school board/recall from the board is done by the board's decision based on the dean's nomination by open voting;

17.1.3 Students in the school board are selected by the dean of the School of Medicine based on their academic performance and scientific/social activity. Students from both the basic and clinical education stages should be present in the school board; The list of students who are members of the school board is updated once in 2 years; In case of

suspension/termination of student status, the student's school board membership status is automatically terminated.

17.1.4 School board meetings may be attended by other persons invited by the school dean, such as employers, alumni and others;

17.1.5 The School board is headed by the dean of the School of Medicine who is responsible for the implementation of the decisions made.

17.1.6 The school board meets twice a year. An extraordinary meeting can be held at the request of the dean, rector or 1/3 of the board. The meeting of the school board is capable of making a decision if half of the members of the board are present. The decision is made by the majority of the votes of those present and is made in the form of a related protocol, which is signed by the chairman of the meeting of the school board, the secretary of the board.

17.1.7 the school board is authorized to:

17.1.7.1 Participate in the process of introducing quality assurance processes and principles of quality culture, together with the Quality Assurance Office of TMA;

17.1.7.2 Create relevant commissions within the scope of competence;

17.1.7.3 Get familiar with the new educational programmes presented by the Quality Assurance Office , the evaluation report and recommendations of the implementation of the ongoing educational programmes;

17.1.7.4 Discuss the issues of raising the qualifications of the teaching staff, improving the educational process and the latest methods of teaching and learning;

17.1.7.5 Attends the dean's semester report on the activities carried out in the School of Medicine and the news planned for the future;

17.1.7.6 Gets familiar with the regulatory documents of TMA and the budget of the School of Medicine.

Article 18. Department of Academic Process Management

18.1 The Department of Academic Process Management is a structural unit of TMA included in the School of Medicine, which ensures coordinated and effective management of the educational process and with this purpose the department performs the following functions:

18.1.1 monitoring the course of the educational process;

18.1.2 Constant contact with teachers, students, legal representatives of students and graduates;

18.1.3 Monitoring of the full completion of student achievement evaluations in the educational process management system;

18.1.4 Drawing up study and examination schedules under the dean's guidance;

18.1.5 Observing the course of the exams and reflecting exam results in the educational process management system;

18.1.6 Processing data on the academic performance of each student and submitting it to the dean and the Quality Assurance Department at the end of each semester;

18.1.7 Forming accurate lists of students before the beginning of the semester and after its end and submitting it to the dean for further planning of the educational process;

18.1.8 Administration and monitoring of the mobility process;

18.1.9 Active involvement in monitoring workload of academic and invited staff;

18.1.10 Permanent monitoring of workload performance by academic and invited staff and submission of results to the dean;

18.1.11 Ensuring the search, processing and delivery of information related to the educational process to relevant services;

18.1.12 Managing the personal records of the students;

18.1.13 Ensuring the creation and updating of individual profiles of students in the student register;

18.1.14 Ensuring the creation and updating of the profile of academic and invited personnel in the register of professors and teachers;

18.1.15 Preparation of diploma, diploma annex and academic report and issuance according to established procedure;

18.1.16 Preparation of necessary information for drafts of TMA legal acts in accordance with legislative and sub-legal normative acts within the scope of competence;

18.1.17 Active involvement in drafting and preparation of documents to be developed within the scope of competence;

18.1.18 Reviewing incoming correspondence and preparing and sending responses to them within the scope of competence;

18.1.19 Submitting a report on semester results to the dean;

18.2 The Department of Academic Process Management is subordinate to the School of Medicine and is accountable to the dean of the School of Medicine.

Article 19. Department of Clinical Skills and Objective Structured Examinations

19.1 The Department of Clinical Skills and Objective Structured Examinations is a structural unit of TMA, the purpose of which is to ensure the development of clinical skills and competencies for students of TMA using modern principles and achievements of simulation medicine/evaluation of mentioned skills/organization of evaluation process;

19.2 The functions of the department are:

19.2.1 Creating an appropriate learning environment and syllabus for teaching clinical skills according to the educational programme;

19.2.2 Organization of the educational process and conducting interactive trainings on clinical skills and based on the objectively structured examination center;

19.2.3 Preparation of educational materials in Georgian and English languages;

19.2.4 Organization of training process and conducting interactive trainings to develop clinical skills;

19.2.5 Creation and use of checklists and appropriate criteria for clinical skills assessment;

19.2.6 Ensuring the functioning of the manipulation block and "anatomical theater" necessary for practical teaching of anatomy;

19.2.7 Participation in finding suitable staff for the role of so-called "standardized patient" for clinical-practical training, organizing/conducting trainings for their preparation; participation in creating/updating a database of relevant "clinical cases" for teaching clinical skills;

19.2.8 Planning, preparation, organization and implementation of objectively structured exams (OSCE, OSPE, SOE, etc.); Cooperation with the OSCE Committee;

19.2.9 Submitting the annual budget to the appropriate departments in order to fully manage the functioning of the department and the educational process before the beginning of the calendar year;

19.3 The staff of the department includes: Head of the Department of Clinical Skills, Head and Deputy of the Center for Clinical Skills and Objectively Structured Examination, Laboratory Assistant of the Center;

19.4 The Department is directly subordinated to the School of Medicine and is accountable to the dean of the School of Medicine;

19.5 The department is obliged to submit a full report of the resources spent in its operation and development to the appropriate services of TMA;

19.6 The department's activities are further subject to the Regulations of the Clinical Skills and Objective Structured Examinations Department.

Article 20. Department of Programmes

20.1 The Department of Programmes is a structural unit of the TMA School of Medicine, which ensures the creation and development of one-level educational programmes, as well as, in close cooperation with the Curriculum Committee and CIMED, the promotion of the structure, content, resource modernization and development processes of the programmes and participation in them.

20.2 The functions of the Department of Programmes are:

20.2.1 Ensuring compliance of one-step educational programmes with TMA mission, national and international accreditation standards, sectoral benchmarks, students' and employers' needs;

20.2.2 Participation in the determination of preconditions for the admission of applicants to one-step educational programmes;

20.2.3 Heading the commission reviewing the compliance of educational programmes by a person determined by the order of the rector from the programme department;

20.2.4 Promoting and guiding the process of modernization of the content and structure of the curriculum - horizontal and vertical integration, introduction of modern teaching-learning and assessment methods in close cooperation with CIMED and the Curriculum Committee, and taking into account the best international practices of modern medical education.

20.2.5 Facilitating the development of the clinical line in educational programmes with the Department of Clinical Skills and Objectively Structured Examinations and affiliated clinics, as well as refining the integration process of pre-clinical and clinical education.

20.2.6 Reflecting the ongoing changes in the development process of educational programmes in the syllabus of training courses, programmes and annually updated catalogs and submitting them to the quality assurance department of TMA.

20.2.7 Participation in finding clinical bases and determining the terms of cooperation with them, depending on the needs for programme implementation, taking into account accreditation standards.

20.2.8 Attracting highly qualified teachers, as well as clinicians employed in affiliated clinics, and facilitating their involvement in the educational process in coordination with the Department of Faculty Development and the Human Resources Management Office; Participation in the selection process of invited staff.

20.2.9 Facilitate professional development of academic/invited staff, in close collaboration with the Department of Faculty Development , based on programme implementation needs.

20.2.10 Submission of suggestions for renewal/expansion of material and technical resources (infrastructure, electronic platforms, book fund, simulators, SP and "real patient" base, etc.) necessary for effective implementation of the programmes, participation in budget preparation. 20.2.11 Preparation of the annual programme report for the Quality Assurance Office of TMA, review of the recommendations, their implementation and providing feedback to the quality assurance office.

20.2.12 Discussing the results of the surveys among the teaching staff, students, graduates and employers and using them in terms of further development of the programmes.

20.2.13 Facilitating the implementation of the strategic plan of TMA from a programmatic point of view.

20.2.14 Preparation of the programme part of self-evaluation for authorization and accreditation purposes, preparation of the descriptive part of the programme and its annexes.

20.2.15 Presentation of educational programmes on authorization and accreditation visits and the authorization/accreditation board.

20.3 The Department of Programmes is accountable to the dean of the School of Medicine.

20.4 The staff of the Department of Programmes includes: co-heads of once-step educational programmes; head of the training courses modernization group; coordinator;

Chapter X - Basic Educational Unit - School of Public Health

Article 21. The dean of the School of Public Health

21.1 The main educational unit of TMA is the School of Public Health, which, within the framework of academic freedom, provides the Master's qualification for Public Health.

21.2 The School of Public Health is headed by a dean, who is appointed and dismissed by the rector.

21.3 A competent person who has turned 30 years old and has a higher education for public health can be appointed as a dean.

21.4 The dean of the school is the head of the school, who represents the interests of the school at other structural units of TMA.

21.5 The dean is authorized to do the following:

21.5.1 Developing the internal structure of the school, the rights and duties of the staff provided for by the structure and submitting it to the rector;

21.5.2 Submission of the budget project necessary for the implementation of the school's action plan, corresponding goals and objectives, developed together with the subordinate structural units, to the director;

21.5.3 Full involvement in the work of relevant committees of TMA;

21.5.4 Ensuring staffing of the school with qualified human resources together with the Department of Faculty Development and the Human Resources Management Office;

21.5.5 Submission of a suggestion on the announcement of the competition to the rector in written form.

21.5.6 Coordinating the distribution of workloads of academic/invited staff and ensuring its timely performance;

21.5.7 Managing the effective work of subordinate employees and ensuring the timely performance of contractual duties;

21.5.8 Developing recommendations for the appointment, dismissal, promotion and encouragement of school staff and presenting them to the rector;

21.5.9 Informing school employees (administrative/academic/invited) about the decisions related to the current educational process in TMA;

21.5.10 Promotion of the effective course of educational and research activities in the School of Public Health;

21.5.11 Development of students' achievement evaluation forms, together with other services;

21.5.12 Promotion of professional and personal development of students within the scope of their competence;

21.5.13 Coordinating the evaluation and development process of educational programmes together with the quality assurance office;

21.5.14 Ensuring the execution of the rector's decisions within the scope of competence;

21.5.15 Preparing drafts of legal acts and submitting them to the rector for approval, within the scope of their competence;

21.5.16 Preparation and submission of a summary report at the end of each semester based on the reports of the subordinate services.

21.6 The dean of the school is responsible for the correctness of the documentation prepared by the school, presented to the rector for signature.

21.7 The dean of the school is subordinate to the rector and is accountable to them.

Article 22. Academic Council of the School of Public Health Joint Master's Programme in Applied Public Health

22.1 The Academic Council of the Joint Educational Programme of Applied Public Health (hereinafter - the Academic Council) includes an equal number of academic and/or administrative staff from GIPA (NNLE) - Georgian Institute of Public Affairs (hereinafter - GIPA) and TMA, including educational programme supervisor/supervisors and the dean of the Public Health School of TMA and the dean of GIPA Management School (if necessary, other persons may be included in the Academic Council).

22.2 Academic Council:

22.2.1 Provides interviews with students for admission/enrollment to the programme; participation in conducting entrance exams for the educational programme, as well as participating in the admission of applicants for the educational programme;

22.2.2 Makes a decision regarding the enrollment of students in the external/internal mobility programme, also determines the relevant prerequisites and submits the decision to the rectors of the partner higher education institutions in order to issue the relevant legal act;

22.2.3 Determines the compatibility and recognition of credits obtained within the framework of another educational programme for mobility seekers from another higher educational institution, as well as for the students seeking for the internal mobility within GIPA;

22.2.4 determines the staff for the thesis defense commission;

22.2.5 Grants an academic degree, which is drawn up by the legal acts of the rectors of the partner universities;

22.2.6 Reviewing the presented recommendations/analysis, as a result of external and internal mechanisms of quality assurance, as well as recommendations and advice received in other ways and, if necessary, implementing such changes in the educational programme that are not related to the change in qualifications considered by the educational programme;

22.2.7 Submits a justified suggestion to the rectors regarding the amendment of the approved common regulatory acts (if such documents exist);

22.2.8 Considers the topic of changes to be implemented in the programme/cancellation of the programme and submits relevant proposals to the rectors for approval;

22.2.9 Develops and approves topics related to the effective management of the educational process of the educational programme;

22.2.10 If necessary, the council submits initiatives on the creation of temporary working groups/commissions for a specific purpose to the rectors of TMA and GIPA;

22.2.11 Develops programme development priorities, determines the appropriate action plan;

22.2.12 Submits a proposal to the rectors about the maximum number of students admitted to the programme each year;

22.2.13 Ensures the maintenance of long-term relations with the graduates of the educational programme and participation in the development of an effective communication strategy with them;

22.2.14 Ensures the preparation of the academic calendar and submission to the rectors of the partner universities for approval;

22.2.15 Ensures the fulfillment of other rights and obligations stipulated by the internal regulatory documentation of the joint educational programme approved on the basis of the agreement signed between TMA and GIPA.

22.3 The activities of the Academic Council are regulated in detail by the agreement signed between TMA and GIPA.

Article 23. Quality Assurance Council of School of Public Health Joint Master's Programme in Applied Public Health.

23.1 The Quality Assurance Council is a collegial body, which is composed by the decision of the rectors of the partner higher education institutions, from the representatives of the quality assurance services of the same higher education institutions (at least 2 representatives from each higher education institution);

23.2 The purpose of the Quality Assurance Council is to monitor the quality of teaching within the framework of the joint educational programme and to develop the necessary recommendations for further improvement of the programme;

23.3 The assessment of the quality of the joint educational programme is carried out with the participation of students, graduates, academic and retired personnel involved in the implementation of the same programme, as well as administration, employers and other interested parties;

23.4 The main functions and duties of the Quality Assurance Council are to:

23.4.1 Evaluate the course of the educational process;

23.4.2 With the involvement of other relevant structural units of the partner universities, manage the continuous improvement of the qualification level of the personnel;

23.4.3 Promote the introduction of modern methods of learning, teaching and evaluation within the framework of the joint educational programme;

23.4.4 Develop quality assurance mechanisms;

23.4.5 Develop recommendations in order to eliminate the deficiencies identified as a result of the internal assessment of the quality of the joint educational programme;

23.4.6 With the participation of the relevant structural units of the partner educational institutions, prepare a self-assessment report for the purpose of obtaining accreditation for the educational programme and the documentation attached thereto and participate in the accreditation process (which may also include the argumentative position with the actual circumstances presented by the draft report of the accreditation experts and the report on the implementation of the recommendations obtained as a result of accreditation to participate in the preparation);

23.4.7 Prepare joint educational programme self-assessments at the periodicity established by the legislation of Georgia;

23.4.8 Control and periodic assessment of the compliance of educational programmes with the requirements stipulated by the accreditation standards of the programme;

23.4.9 In order to ensure the quality of teaching, receive periodic feedback about the educational process from students, academic and invited staff involved in the implementation of the programme, administration and other parties involved in the educational process in various forms (surveys, meeting with focus groups, etc.);

23.4.10 Monitor the academic performance of students together with the administrative staff involved in the implementation of the programme;

23.4.11 Prepare annual reports of the results of the work performed and presenting them to the rectors of partner universities;

23.4.12 Execute other functions, depending on the activity, in accordance with the competence.

Chapter XI - Collegiate Bodies

Article 24. Collegiate Bodies

24.1 Curriculum Committee of the School of Medicine

24.1.1 Curriculum Committee represents a collegiate body created by the decree of rector and its standing composition is defined by students, graduates, academic and invited personnel, representatives from administration and employers and provides the creation/ development of new and current educational programmes of the School of Medicine.

24.1.2 Students are selected in the Curriculum Committee from among the interested ones with high academic performance, according to the results of the student's election.

24.1.3 The possible composition of the Curriculum Committee is determined at the session of the Curriculum Committee, presented to the council of rector for discussion and approval.

24.1.4 The membership of Curriculum Committee for administrative and academic personnel is defined by the duration on administrative/ academic positions; For invited personnel - by the duration of invitation, for employers - by 3 years;

24.1.5 From time to time, according to the topic to be discussed, the working process of committee may include other, academic or invited personnel, graduate or employer;

24.1.6 The membership of Curriculum Committee is terminated if:

- Absence at the session due to an unjustified reason, three times in a row;
- Expiration of election on academic position;
- Leaving the administrative/ academic position;
- In case of a student - imposition of disciplinary measures;
- Termination of Student Status.

24.1.7 In case of a student member, during the membership termination, he/ she is replaced through a snap election.

24.1.8 Academic and invited personnel, representative of employers and graduates, within the composition of Curriculum Committee, will be revised 2 times a year, according to the plan.

24.1.9 The meeting of the Curriculum Committee is held at least 2 times during the academic year, if necessary, it can be held additionally. An unscheduled meeting of the committee can be held at the request of any member; Decision-making by the committee is made in the form of a minutes, which is the responsibility of the secretary of the session of the curriculum committee and the chairman of the committee, elected by the committee through internal voting.

24.1.10 The decisions of the committee will be submitted to the School of Medicine for implementation, in the form of minutes;

24.1.11 If necessary, the committee can create a specialized working group that will work on a specific issue and present the results to the session of the curriculum committee;

24.1.12 The Curriculum Committee works closely with CIMED, the Quality Assurance Office and the School of Medicine;

24.1.13 The functions of the Committee are:

24.1.13.1 Reviewing the draft of a new programme submitted in accordance with the "Procedure for planning, initiation, approval, development and cancellation of an educational programme", reviewing and approving the development of a new programme or drafts of amendments to the current programme and submitting it to the quality assurance office;

24.1.13.2 When determining/reviewing thea admission conditions to a new programme, structure, scope, content, human and material resources, the committee acts in accordance with the "Procedure for planning, elaboration, approval, development and cancellation of an educational program";

24.1.13.3 review of all ongoing changes within current one-step programmes and make appropriate decisions; The initiator of the changes may be a member of the Curriculum Committee, CIMED, academic and invited personnel within the framework of the training courses they implement; Graduates, students, employers. The submitted changes may refer to the programme/specific course content, volume, structure, assessment system,

teaching and learning methods, material resources needed for its implementation, format of syllabi and their content;

24.1.13.4 Reviewing the new course/pilot course submitted to the Curriculum Committee and approving them as part of the curriculum or canceling a specific course in the curriculum;

24.1.13.5 Reviewing the rules of procedures of the semester.

24.1.13.6 Reviewing the recommendations provided by the quality assurance office as a result of the analysis of the educational process and programme and making appropriate decisions;

24.1.13.7 Reviewing the compliance of educational programmes with the requirements of the Sectoral Benchmark of higher medical education and planning and monitoring the changes to be implemented in the curriculum in this direction;

24.1.13.8 Organization and implementation of preparation of programme documents for accreditation and authorization process;

24.1.13.9 Resolution of other issues within competence.

24.1.14 The Curriculum Committee is accountable to the Rector's Council.

24.2 Bioethics International Committee

24.2.1 The International Committee on Bioethics is a collegiate body created on the basis of the rector's decree, which reviews and determines the compliance of biomedical and related studies on humans and animals and their conduct with the ethical norms established in Georgia and internationally;

24.2.2 The number of permanent members of the International Bioethics Committee is determined by 5, if necessary, persons with relevant competence are invited;

24.2.3 The decisions of the International Bioethics Committee are made in the form of a minutes, which is the responsibility of the chairman of the committee;

24.2.4 The rules and conditions governing the operations of the International Committee of Bioethics are regulated in accordance with the N-128 (2.10.2000) order of the Minister of Internally Displaced Persons from the Occupied Territories, Health, Labour, and Social Affairs of Georgia on the committee adheres to the Guidelines of the Council of Europe on Research Ethics Committees (Strasbourg, 7.02.2011), follows the principles outlined in the Declaration of Helsinki by the World Medical Association (original document - 1964, 7th edition 2013), and complies with internationally established regulations concerning animal research and care.

24.2.5 The International Bioethics Committee is accountable to the Vice-Rector in research;

24.2.6 The International Bioethics Committee is a member of the international organization "International Chair in Bioethics";

24.3 Professional behavior Committee

24.3.1 The Professional Behavior Committee is a collegiate body established on the basis of the decree of the rector, which deals with disciplinary and professional misconducts; also identifies cases of academic misconduct on the part of both students and academic/invited personnel, determines its type, severity and quality and makes the appropriate decision;

24.3.2 The composition of the committee members to discuss administrative/professional issues is determined individually based on the decree of the rector; The number of members in

the committee should be odd, not less than three members. The Professional Behavior Committee must include a permanent member from the legal department.

24.3.3 The work of the Professional Behavior Committee is formalized in the form of a minutes, for which the secretary and chairman of the committee meeting are responsible;

24.3.4 The committee is accountable to the Rector and/or the Supervisory Board.

24.3.5 The activities of the committee are regulated by the "Code of Conduct".

24.4 Scientific Grants Committee

24.4.1 The Scientific-Grants Committee is a collegiate body created on the basis of the decree of the rector, which structurally includes management and working groups;

24.4.2 The Scientific Grants Committee is headed by the chairman, who at the same time heads the management group of the said committee;

24.4.3 The administration of the processes of the Scientific-Grants Committee and the documentation of the decisions made are carried out by the secretary of the said committee;

24.4.4 Depending on the specifics of the activity of the scientific grant committee, a person with relevant competence may be invited to participate in its work process as an expert and/or consultant;

24.4.5 The management group of the Scientific-Grants Committee ensures:

24.4.5.1 determination of action priorities of the Scientific-Grants Committee;

24.4.5.2 Initiation, introduction, implementation coordination and development of projects and activities aimed at the development of the research component of TMA;

24.4.5.3 Planning activities in the research direction with field experts and partners;

24.4.5.4 Planning activities aimed at popularizing science;

24.4.5.5 Initiation of the strategy for the development of the scientific research competence of TMA;

24.4.5.6 Strengthening cooperation of TMA with global and national research institutions and seeking potential partners;

24.4.5.7 Planning and implementation of open competition procedure within scientific-research and educational (doctoral) programmes;

24.4.6 The working group of the Scientific Grants Committee ensures:

24.4.6.1 Implementation of planned activities in accordance with the action priorities of the Scientific-Grant Committee;

24.4.6.2 To carry out the activities defined by the regulatory documents in the research direction of TMA;

24.4.6.3 To monitor activities and current projects in the research direction of TMA;

24.4.6.4 Planning, implementation and monitoring of events aimed at raising the research potential of TMA personnel;

24.4.6.5 Monitoring of projects aimed at modernization of research infrastructure in TMA;

24.4.6.6 Review and evaluation of grant applications submitted in

accordance with the current rules of the TMA according to established criteria;

24.4.7 The Scientific Grants Committee is accountable to the Vice- Rector in Research.

24.5 Library Committee

24.5.1 The Library Committee is a collegiate body created on the basis of the decree of the rector, which ensures:

24.5.1.1 Creation of basic documents regulating library activities and performance monitoring;

24.5.1.2 Ensuring the replenishment, updating and development of library resources in accordance with the basic and supporting literature specified in the syllabi of educational programmes;

24.5.2 The Library Committee consists of 6 permanent, also invited members.

24.5.3 Considering the content of the issue, TMA academic and invited personnel, as well as student(s), participate in the work of the library committee as invited members.

24.5.4 Permanent members of the library committee are: Vice-Rector in Research, Co-Heads(s) of One-step Educational Programmes, Director of Master's Educational Programme, Librarian(s).

24.5.5 Library Committee meetings are held twice a year - at the beginning and at the end of the academic year, and special meetings are held as needed.

24.5.6 The Library Committee is accountable to the Vice-rector in Research.

Chapter XII - Administrative Units

Article 25. Scientific Research and PhD Department

25.1 The Scientific Research and PhD Department is a structural unit of TMA, which provides teaching of scientific-research skills for TMA students, programmes and activities aimed at promoting the implementation of teaching-practical, scientific research, laboratory works and grant projects for TMA personnel, implementation, promotion of the development of students' scientific-research skills, development of the scientific-research potential of TMA;

25.2 The functions of the Scientific Research and PhD Department are:

25.2.1 Coordination of activities and programmes aimed at the development of the scientific-research direction of TMA;

25.2.2 Participation in the initiation of evaluation criteria for scientific/grant programmes and project applications;

25.2.3 Transfer of projects presented in internal grants competition to international committees of scientific grants and bioethics for the purpose of evaluation;

25.2.4 Cooperation with scientific-research organizations and units in order to promote scientific research;

25.2.5 Cooperation with other scientific-research, medical and clinical practice institutions in order to promote the implementation of doctoral educational programme(s) based on the agreement(s) and memorandum(s) of mutual agreement signed by TMA;

25.2.6 Facilitating the publication of articles in international scientific journals based on the results of research projects financed and executed within the framework of internal institutional grant programmes of TMA;

25.2.7 Joint activities with non-university centers, leading higher educational institutions, research institutions, governmental and non-governmental institutions, business sector in order to promote the implementation of scientific research and innovative projects;

25.2.8 Promotion of commercialization of TMA and its personnel's research results and implementation of innovative technologies on the basis of TMA;

25.2.9 Promotion of career development of TMA personnel in the direction of research;

25.2.10 Informing TMA personnel about local (including TMA) and international grant competitions;

25.2.11 Popularization of science by organizing and promoting scientific events, conducting lectures-seminars by successful scientists in various scientific fields;

25.2.12 Promoting the development/expansion of the student scientific network in TMA;

25.2.13 Administration of the selection process of students willing to be involved in scientific research in agreement with the scientific head of the research;

25.2.14 Budget planning in research direction and coordination of relevant purchases;

25.2.15 Providing the appropriate environment and organizing the process for promoting the teaching of scientific and research skills of students;

25.2.16 Administrative support of international scientific grant and bioethics committees, laboratory, grant office "Horizon Europe";

25.2.17 Creation of an appropriate teaching-research environment for doctoral studies;

25.2.18 Creation, implementation and administration of doctoral programmes;

25.2.19 Administration of admission procedures for doctoral studies;

25.2.20 Creation of dissertation council;

25.2.21 Administration of the admission procedures for the defense of the thesis;

25.2.22 Administrative support of the Dissertation Council and Dissertation Commission, as well as implementation of all types of proceedings;

25.3 The Scientific Research and PhD Department is headed by the Vice-rector in Research.

Article 26. Dissertation Council

26.1 The Dissertation Council is the body awarding the academic degree of doctor (PhD), which is established by the decree of the rector, based on the petition of the Scientific Research and PhD Department

26.2 The Dissertation Council consists of academic personnel with the academic degree of Doctor (PhD) of TMA.

26.3 The Dissertation Board may include invited person(s) with a doctorate degree from other Georgian or international academic institutions. The number of invited professors should not exceed the number of TMA professors included in the dissertation council.

26.4 The Dissertation Council elects the chairman for a term of 2 years, by voting from among its members, with the majority of the members. The same person can be elected as chairman 2 times in a row.

26.5 The Dissertation Council approves the Thesis Defense Commission and awards the academic degree of Doctor based on its conclusion.

26.6 The Dissertation Council reviews and approves changes initiated by the Scientific Research and Doctoral Department of TMA for the development of the ongoing doctoral programme(s).

Article 27. Thesis Defense Commission

27.1 The Chairman of the Dissertation Council creates the Thesis Defense Commission based on the petition of the Scientific Research and Doctorate Department to implement the dissertation evaluation and defense procedures.

27.2 The thesis defense commission must consist of at least three members from the field of science in which the dissertation is performed. At least one member of the thesis defense commission must be a representative of another educational and/or scientific-research institution. The members of the thesis defense commission should represent active academic personnel (professor, associate professor), whose invitation is decided by the dissertation council.

Article 28. Laboratory

28.1 The Laboratory is a structural unit of TMA, which promotes the implementation of educational and scientific-research activities and provides support for the development of scientific-research skills for students, raising professional and technical knowledge in laboratory and experimental (bio) medicine.

28.2 Functions of the Laboratory are:

28.2.1 Provision of appropriate study-research environment for students;

28.2.2 Cooperation with TMA personnel, consideration/approving of their ideas and requirements within the competence of the laboratory;

28.2.3 Planning the learning process in the laboratory together with the teaching personnel;

28.2.4 Conducting scientific-research activities together with the teaching personnel and promoting the involvement of students in this process.

28.3 Promoting the use of inventory and resources in the laboratory in educational and scientific-research activities, through monitoring and, if necessary, updating.

28.4 Structural units of the Laboratory are:

28.4.1 Microbiology laboratory;

28.4.2 Immunology Laboratory;

28.4.3 Biochemistry laboratory;

28.4.4 Educational laboratory.

28.5 The Laboratory is headed by a coordinator who is subordinate to the Scientific Research and PHD Department and is accountable to it.

Article 29. Library

29.1 The Library is a structural unit of TMA, which is a cultural, educational, scientific and informational unit of TMA. Its purpose is to fully and effectively use its book and electronic funds and through them ensure the satisfaction of the requirements of students and staff of TMA.

29.2 The Library of TMA presents mandatory, auxiliary and methodical literature, scientific-research publications, as well as other types of literature and information material specified in the syllabi of educational programme(s).

29.3 Functions of the Library are:

29.3.1 Provision of appropriate literature and various informational materials for the ongoing educational and research process in TMA, including the constant updating of the printed and electronic library fund in accordance with the requirements of students and personnel;

29.3.2 Providing the reader with the necessary library resource (electronic, book) according to the request;

29.3.3 Management of library inventory and resources;

29.3.4 Creation and periodic updating of alphabetical, thematic and subject catalogs for the use of library resources;

29.3.5 Circulation of readers through an electronic programme.

29.3.6 Providing information about library resources and services to students and personnel (including through orientation meetings and consultations);

29.3.7 Taking into account the requirements of personnel and students, taking care of constant updating and improvement of library resources and services;

29.3.8 Library budget planning and procurement coordination;

29.4 The Library is managed by a librarian.

29.5 The librarian is accountable to the VIce-rector in Research.

29.6 The activity of the library is additionally regulated by the "rules on library usage ".

Article 30. Grant Office "Horizon Europe"

30.1 The grant office "Horizon Europe" is a structural unit of TMA, which ensures the development of the research component by promoting participation of TMA in international grant programmes.

30.2 Functions of the Grant Office are:

30.2.1 Promotion of the European framework programme "Horizon Europe" and other European and international grant opportunities in TMA;

30.2.2 Providing information about "Horizon Europe" and other international grant programmes to personnel;

30.2.3 Technical support for potential applicants for participation in a specific grant programme;

30.2.4 Monitoring of participation in TMA international grant programmes;

30.2.5 In cooperation with international relations, Scientific Research and PhD Department, organizing and conducting workshops on "Horizon Europe" and other international grant programmes;

30.2.6 Implementation of activities promoting the development of the research component of TMA;

30.2.7 Implementation of activities in the direction of popularization of science;

30.3 The Grant Office is headed by a coordinator.

30.4 The coordinator is accountable to the Vice-Rector in Research.

Chapter XIII. Postgraduate Education

Article 31. Residency Office

31.1 The Residency Office carries out the accreditation of residency programmes and the professional training of residents in accordance with the accredited programmes in one of the medical specialties,

within the established period of the residency programme. Its activities are regulated by the "Regulations of the Residency Office". The Residency Office is accountable to the rector.

Chapter XIV. Student Services

Article 32. Students' Counselling Office

32.1 The main tasks of the Students' Counselling Office   are to listen, share and help solve students' academic, emotional or social problems, helping with settling them through goal setting and action planning, which includes two areas:

32.1.1 Career Development Service

32.1.1.1 Providing assistance and consultations to students in terms of career development, which includes providing information on qualifying exams and providing career planning;

32.1.1.2 Providing assistance   to   students   in   preparing   educational applications, writing motivational letters, refining resumes for the purpose of studying, working and/or obtaining scholarships;

32.1.1.3 Finding and sharing information for students about existing and new academic programmes and opportunities;

32.1.1.4 Helping students to familiarize themselves with and adapt to the institutional culture of TMA, which includes: Managing the learning process, time management and promoting and sharing their initiatives;

32.1.1.5 Communication with students about current and future social programmes;

32.1.1.6 Performing other duties within the scope of competence.

32.1.2 Psychological Service:

32.1.2.1 According to the needs of students, providing psychological consultations and support to plan the learning process and improve academic achievements;

32.1.2.2 Redirecting students to the appropriate specialist according to the identification of psycho-emotional problems;

32.1.2.3 Selection, planning, organization of the topics of meetings with students in terms of psychological education;

32.1.2.4 In the field of psychology, promotion and support of extracurricular activities and student initiatives on the topic of mental health and prevention;

32.1.2.5 Organization of workshops/meetings on psychology-related fields/interdisciplinary fields;

32.1.2.6 Performing other duties within the scope of competence.

32.2 Within the framework of its activities, the service is accountable to the Head of the Institutional Culture Development Department.

Article 33. Alumni Relations Office

33.1 The purpose of the Alumni Relations Office is to strengthen the TMA graduates network.

33.2 Functions of the service are:

33.2.1 Support and coordination of educational, research, social responsibility (CSR) and public events of TMA with the involvement of graduates;

33.2.2 Communication and coordination with TMA graduates in order to increase career development and employment opportunities of TMA students;

33.2.3 Performing other duties within the scope of competence.

33.3 Within the framework of its activities, the service is accountable to the Head of the Institutional Culture Development Department.

Chapter XV. Supporting Administrative Units

Article 34. International Relations Office

34.1 The International Relations Office is a structural unit of the TMA, the purpose of which is to ensure the internationalization of the TMA.

34.2 Functions of International Relations Office are:

34.2.1 Timely informing students about exchange programmes, the possibility of exchanges within the framework of the bilateral agreement concluded between summer schools and universities, their registration, organization of interviews and publication of competition results, preparation of orders to send students;

34.2.2 Liaising with international organizations, including professional associations and medical councils, for the purpose of TMA membership and further promotion in these organizations.

34.2.3 Establishing contacts and signing memorandums with various educational and research institutions at the international level;

34.2.4 TMA membership in important international organizations, professional unions, associations and unions;

34.2.5 Cooperation with the diplomatic corps;

34.2.6 Organization of receiving and hosting delegations of partner universities and scientific institutions, supporting the administration in developing mechanisms for their attraction.

34.3 The International Relations Office is subordinate to the Vice-Rector inInternational Affairs   and is accountable to him/her.

Article 35. ERASMUS Office

35.1 The ERASMUS Office is a structural unit of TMA, the purpose of which is to implement the activities within the framework of ERASMUS+.

35.2 Functions of The ERASMUS Office are:

35.2.1 Active participation in the preparation of the Erasmus + programme application and finding partners, communicating with them for this purpose. Relations with the Erasmus + Georgian office;

35.2.2 Ensuring the inclusion of students and employees in Erasmus + exchange programmes;

35.2.3 Providing and sending student documents within the framework of ERASMUS to partner universities;

35.2.4 Receiving and disseminating information about educational-scientific and exchange programmes. Consultation of applicants for existing programmes and active participation in the preparation of applications, as well as finding new partners for the mobility of

students, teachers and members of the administration, establishing communication with them and strengthening the relationship;

35.2.5 Implementation of other authorities within the scope of competence, in accordance with the tasks of the head;

35.3 The ERASMUS Office is subordinate to the Vice-Rector inInternational Affairs and is accountable to him/her.

Article 36. Admissions Office for International Students

36.1 The International Student Enrollment Service is a structural unit of TMA, the purpose of which is to implement the process of attracting and enrolling international students.

36.2 Functions of Admissions Office for International Students are:

36.2.1 Relations with physical and legal entities attracting international students by signing a relevant agreement with them;

36.2.2 Keeping individual enrollment system for international students;

36.2.3 Participation in international exhibitions and other events in order to promote TMA and interest potential students;

36.2.4 Active participation in international projects and initiatives organized by the Ministry of Education and Science of Georgia;

36.2.5 Participation in events organized by the Ministry of Education and Science of Georgia and the Georgian Diplomatic Corps;

36.2.6 Advising and supporting international student enrollment and transfer issues;

36.2.7 Relations with companies attracting students in order to establish new collaborations;

36.2.8 Participation in webinars organized by international partner agencies;

36.2.9 Participation in international educational exhibitions and meetings in schools in order to increase awareness of TMA;

36.3 The Admissions Office for International Students is subordinate to and is accountable to the Vice-Rector inInternational Affairs.

Article 37. Marketing and PR Office

37.1 The Marketing and PR Office is a structural unit whose purpose is to manage the TMA brand and ensure public image enhancement.

37.2 Functions of the Marketing and PR Office are:

37.2.1 Initiation of communication strategy of TMA;

37.2.2 Initiation action plan;

37.2.3 Organizing and participating in various educational exhibitions and events;

37.2.4 Communication with the media (televisions, news agencies) and external partners;

37.2.5 Concept development, planning and implementation of thematic events;

37.2.6 Preparing a calendar of planned events - in coordination with the Rector's Council, organizing and covering cooperative events of TMA, including diplomatic corps, employers, etc.

37.2.7 Providing information about TMA to target groups through the use of communication tools - website, social networks and print media;

37.2.8 Implementation of open-door days and planning marketing campaigns to attract students;

37.2.9 Consultations for interested applicants;

37.2.10 Managing the website and providing content placement;

37.2.11 Development of information booklets, brochures and other materials;

37.2.12 Communication with the student academy, initiating, planning and implementing the concept of various events with their involvement;

37.2.13 Establishing relations with public and non-governmental organizations in order to involve students in various projects;

37.2.14 Ensuring internal communication of TMA, finding/exchanging information with administrative personnel and covering current events in their departments;

37.2.15 Implementation of other authorities within the scope of competence;

37.3 The service is subordinate to the Department of Institutional Culture Development and is accountable to it.

Article 38. Social Projects (CSR) Office

38.1 The Social Projects (CSR) Office is a structural unit whose purpose is to initiate and implement activities relevant to TMA social responsibility.

38.2 Functions of Social Projects (CSR) Office are:

38.2.1 Communication with organizations with common values in accordance with TMA social responsibility;

38.2.2 Management and monitoring of current social programmes;

38.2.3 Development and implementation of new social programmes;

38.2.4 Preparing reports of completed projects and presenting them to interested parties;

38.2.5 Communication with students about current and future social programmes;

38.2.6 Providing necessary logistical issues for the implementation of social projects and events;

38.2.7 Performing other duties within the scope of competence.

38.3 The Social Projects (CSR) Office is subordinate to the Department of Institutional Culture Development and is accountable to it.

Article 39. Financial Office

39.1 Financial Office is a structural unit of TMA, which ensures effective planning and management of financial resources. For this purpose, Financial Office conducts the following functions:

39.1.1 Effective management of TMA financial resources and ensuring maintenance of financial stability, ensuring coordination and management of financial and accounting activities taking into account the accounting policy;

39.1.2 Preparation of the TMA budget project, submission to the management in accordance with the established procedure and monitoring of implementation;

39.1.3 Development of the institution's financial accounting policy;

39.1.4 Keeping financial accounting in accordance with international standards in electronic accounting software;

39.1.5 Preparation of annual, quarterly and monthly financial reports in accordance with accounting standards, analysis of financial results;

39.1.6 Timely planning of expected expenses;

39.1.7 Together with the Legal Office, within the scope of competence, involvement in the process of drafting contracts; preparation of acceptance-handover and mutual comparison acts;

39.1.8 Timely registration of economic operations (timely recording of income and expenses);

39.1.9 Receipt of primary documents, verification, provision of settlement and accounting; constant control of TMA rs.ge portal;

39.1.10 transfer and disbursing salaries and other payments (vacation, hospital stay, bonus, business trip) of administration employees and teachers;

39.1.11 Making bank transfers and coordinating relations with the bank;

39.1.12 Permanent relations with the Revenue Service and management of the necessary processes;

39.1.13 Submitting a declaration to the Department of Revenue Service and Statistics within the established terms and conditions;

39.1.14 Management of assets and liabilities, management of material and production stocks, reduction of risks to the minimum level.

39.1.15 Financial administration of current projects of TMA, evaluation of investment projects, preparation of appropriate business plan according to projects, preparation of necessary calculations;

39.1.16 Analysis of financial results, statistical processing, calculation of statistical data in accordance with the request and sending it by electronic form to the Department of Statistics.

39.1.17 Involvement in the work of collegiate bodies/working groups determined in accordance with TMA regulatory documents and the rector's request.

39.1.18 Implementation of other authorities within the scope of competence

39.2 The Financial Office is headed by a chief who is accountable to the Supervisory Board and the Rector;

Article 40. Legal Office

40.1 The Legal Office is a structural unit of the TMA, which ensures compliance with the legislation of Georgia in the activities of the TMA.

40.2 Functions of the Legal Office are:

40.2.1 Representation of TMA and protection of its interests in the state, private institutions and common courts system, based on the representative authority granted by the rector;

40.2.2 Preparation of draft contracts to be signed with TMA personnel and students;

40.2.3 As a result of cooperation with appropriate services, preparation of drafts of TMA activity regulatory documents;

40.2.4 Drafting of contracts/memorandums/agreements, their legal analysis and implementation control;

40.2.5 Preparation of conclusions on drafts of legal acts developed and presented by TMA and/or other organizations and institutions within the scope of competence;

40.2.6 Involvement in the work of collegiate bodies/working groups determined in accordance with TMA regulatory documents and the rector's request.

40.2.7 Implementation of other authorities within the scope of competence.

40.3 The Legal Office is headed by the head, who is accountable to the Vice-rector in the irection of Institutional Development.

Article 41. Department of Faculty Development

41.1 The Department of Faculty Development is a structural unit of TMA, the purpose of which is to promote the professional development of TMA's academic and invited staff in the direction of improving teaching-learning and assessment methods and scientific-research skills.

41.2 The functions of the Department of Faculty Development are:

41.2.1 Acquaintance with new developments in medical education, basic principles of medical education methodology and teacher competencies through periodic trainings, working (group or individual) meetings, and online resources;

41.2.2 Promoting the implementation of teaching and assessment methods and innovations provided by the educational programme of TMA by organizing relevant training programmes, workshops (both group and individual) and developing and distributing methodological manuals;

41.2.3 Better introduction of TMA educational programme to the academic and invited staff, through organizing teachers' workshops in order to implement the integrated programme;

41.2.4 Promotion of the development of scientific-research skills of academic and invited staff by organizing relevant trainings and workshops for them (together with the scientific/research department);

41.2.5 Maximum involvement of teachers and staff in the activities and trainings planned within the department, both as attendees and as trainers/speakers in order to increase their motivation and maintain a qualified staff;

41.2.6 Organization of working meetings/trainings for teachers on TMA mission, institutional culture, ethics and academic integrity issues;

41.2.7 Organization of meetings of teachers participating in trainings and conferences held outside of TMA to share information with other teachers;

41.2.8 Organizing training programmes or orientation meetings based on the results of the evaluation of the staff involved in the implementation of the programme and the contentment survey;

41.2.9 Orientation trainings and meetings for new personnel in order to integrate them into the space of TMA;

41.2.10 Facilitating the sharing of best pedagogical practices;

41.2.11 Coordination with CIMED-Curriculum Innovations in Medical Education Department, participation in the process of implementation of innovative learning/teaching methods in educational programmes;

41.2.12 Compilation of the schedule of activities of the Department of Faculty Development at the beginning of the semester, after review by the Dean and Quality Assurance Department, to be submitted to the Rector for approval.

41.3 The Department of Faculty Development staff includes the head of the department and a medical education and research specialist;

41.4 The Department of Faculty Development is accountable to the Rector.

Article 42. Human Resources Management Office

42.1 The Human Resources Management Office is a structural unit of TMA, the purpose of which is to promote continuous professional development of administrative personnel and, accordingly, to improve administrative activities, as well as to provide TMA with relevant, competent, highly qualified and motivated personnel.

42.2 Functions of the Human Resources Management Office are:

42.2.1 To participate in the development of the operational plan of the TMA and to perform tasks in the direction of human resources management;

42.2.2 Developing/updating human resource management policy and ensuring its implementation;

42.2.3 Providing a process for creating and updating employee job descriptions;

42.2.4 Participation in the personnel satisfaction survey with the quality assurance office;

42.2.5 Taking care of the professional growth and continuous improvement of the qualifications of the employees;

42.2.6 Managing the selection process of administrative personnel and ensuring their adaptation to TMA;

42.2.7 Administration of personal cases of personnel (administrative, academic, invited);

42.2.8 Development and implementation of personnel evaluation and motivation systems together with the quality assurance office;

42.2.9 Signing a contract with personnel (administrative, academic, guest);

42.2.10 Management of administrative procedures of labor relations (preparation of legal acts on appointment/dismissal/change of position, etc.);

42.2.11 Constant updating of the personnel (administrative, academic, guest) database;

42.2.12 Announcing the academic competition based on the information provided by the Dean of the School and ensuring the complete process thoroughly;

42.2.13 constant monitoring and updating of the personnel posted on the website as necessary;

42.2.14 Preparation of the annual report of activities and results;

42.2.15 Implementation of other authorities within the scope of competence.

42.3 The Human Resources Management Office is headed by a chief who, while performing his/her work, is guided by the document "Personnel Vacancy Management of Petre Shotadze Tbilisi Medical Academy", "Human Resources Management Policy and Procedures" and is accountable to the Vice-Rector in the direction of institutional development.

Article 43. Office of Proceedings

43.1 The Office of Proceedings is a structural unit of the TMA, which ensures the smooth operation of the Office of Proceedings in accordance with the unified rules of the TMA proceedings.

43.2 Functions of the Office of Proceedings are:

43.2.1 Initial processing, registration and forwarding of documents entering and leaving the TMA to the relevant service(s);

43.2.2 TMA official e-mail management.

43.2.3 Registration of TMA internal governance documents (orders, minutes, submissions) and ensuring their material storage;

43.2.4 Facilitation of the administration of the electronic proceedings system eDocument;

43.2.5 Control of the completion of documents within the specified deadlines;

43.2.6 Preparing reports for students in accordance with the request;

43.2.7 Ensuring the safety and security of documents stored in physical/electronic form of TMA;

43.2.8 Implementation of other authorities within the scope of competence.

43.3 The service is headed by the head of the Office of Proceedings, who is guided by the "Unified Rules of Proceedings" when performing his work and is accountable to the Vice-rector in the Direction of institutional development.

Article 44. Information Technologies Office

44.1 The Information Technologies Office is a structural unit of the TMA, which ensures the equipping of the TMA with information technologies and its proper functioning. For this purpose, The Information Technologies Office conducts the following functions:

44.1.1 Initiating IT policy;

44.1.2 Ensuring data security, creating backups to prevent data loss;

44.1.3 Monitoring of virtual servers, regular checks;

44.1.4 Controlling the operation of the Internet and intranet and ensuring their proper operation;

44.1.5 Ensuring the purchase of technology in accordance with the rules for the purchase of commodity-material value;

44.1.6 Ensuring proper operation of computer and other equipment;

44.1.7 Ensuring proper operation and security of the website; if necessary, carrying out technical works;

44.1.8 Technical support of the examination process;

44.1.9 Technical support of events conducted by various structural units;

44.1.10 Helping employees   in solving problems related to information technologies; their training if necessary;

44.1.11 Involvement in the working process of collegiate bodies/working groups determined in accordance with TMA regulatory documents and the rector's request.

44.1.12 Drawing up the annual budget in the direction of information technologies and monitoring its performance;

44.1.13 Conducting an inventory every year;

44.1.14 Implementation of other authorities within the scope of competence.

44.2 The Information Technology Office is headed by a chief, who, while performing his work, guides the "policies and procedures of information technology management" and is accountable to the vice-rector in the direction of institutional development.

Article 45. Logistics Office

45.1 The Logistics Office is a structural unit of the TMA, which ensures the maintenance of the operation and technical conditions of the TMA property.

45.2 Functions of the Logistics Office are:

45.2.1 Maintenance of buildings, inventory, equipment, devices and other property listed on the balance sheet of TMA and safeguarding the rules.

45.2.2 Ensuring proper operation of electrical, sewage system and water pipes of TMA;

45.2.3 Supply of structural units of TMA with stationery and household goods in accordance with the articles stipulated in the budget;

45.2.4 Constant monitoring of the technical condition of the TMA building, academic, auxiliary space and storage rooms;

45.2.5 Ensuring the protection of sanitary-hygienic conditions, maintaining cleanliness in the territory of the TMA and carrying out sanitary-hygienic procedures;

45.2.6 Ensuring the purchase of inventory and equipment as needed;

45.2.7 Monitoring of current repairs and overhauls in TMA and supply of construction/repair works with relevant materials;

45.2.8 Preparation of the annual budget in the direction of logistics and performance monitoring;

45.2.9 Conducting an inventory every year;

45.2.10 Involvement in the work of collegiate bodies/working groups determined in accordance with TMA regulatory documents and the rector's request.

45.2.11 Prevention, identification of danger and risk factors and implementation of measures to reduce them;

45.2.12 Performing other functions within the competence.

45.3 The Logistics Office is accountable to the Vice-rector in the Direction of Institutional Development.

Chapter XVI. Teaching Personnel

Article 46. Academic and Invited Personnel

46.1 Academic and invited personnel represent the teaching personnel of TMA, which directly carries out educational and scientific-research activities.

46.2 A person who has the necessary competence to reach learning outcomes provided by the programme may participate in the implementation of educational programmes. Education, professional/academic experience, academic degrees and/or publications are important in determining competence.

46.3 Academic and invited personnel can simultaneously hold an administrative position in TMA.

46.4 Academic and invited personnel exercise their authority based on TMA Statutes, Personnel Vacancy Management, Labor Contract, internal regulations and other regulatory documents of TMA.

Article 47. Types of academic positions and rules on holding them

47.1 The academic personnel of TMA consists of professors, associate professors, assistant professors and assistants;

47.2 TMA professors participate in the educational process and scientific research and/or lead them.

47.3 Holding an academic position is carried out only in the manner of an open competition, which is in accordance with the principles of transparency, equality and fair competition;

47.4 The procedure for conducting the competition is additionally determined by the document - "Management of the personnel vacancy of the Petre Shotadze Tbilisi Medical Academy."

47.5 An employment contract is signed with the academic personnel, according to the procedure established by the Georgian legislation.

47.6 The procedure for holding an academic position and determining the maximum amount of workload is regulated by the legislation of Georgia and the documents of the TMA "Personnel Vacancy Management" and "Academic Personnel Affiliation Rules, Conditions and Workload".

Chapter XVII. Learning Process

Article 48. Forming the contingent of students
48.1 The maximum number of the student contingent in TMA is determined in accordance with the methodology developed by TMA and is approved by the rule determined through legislation of Georgia and by LEPL "National Center for the Development of the Quality of Education".

48.2 Enrollment of students in medical educational programmes, issues related to student status, mobility and the educational process are regulated in accordance with the rules established by the legislation of Georgia and are defined in the "Regulating Rules of the Educational Process of the School of Medicine" of TMA, while enrollment in the joint master's programme of applied public health is carried out by Regulatory Rule for the Educational Process of the Joint Higher Education Programme in Applied Public Health by GIPA - Georgian Institute of Public Affairs NNLE and Petre Shotadze Tbilisi Medical Academy LLC.

48.3 The total and annual target number of TMA students is determined based on the strategic plan and is described in detail in the "Rules for Determining the Amount of the Admissible Student contingent."

Article 49. The language of learning
49.1 The language of learning is determined according to the programme - Georgian for the Georgian-language programme, and English for the English-language programme.

49.2 If nothing else is provided by the relevant educational programme, it is allowed to take a separate component of the educational programme both in Georgian, as well as in English.

Article 50. Organization of learning process of students
50.1 The learning process includes planning, organizing and conducting all kinds of educational-methodical work, ongoing and final monitoring of learning material assimilation by students;

50.2 Issues related to the organization of the learning process are regulated by the current legislation of Georgia, this Statute and other documents. Also with educational programmes and study course syllabuses, which are initiated and constantly updated in accordance with the field characteristics of educational programmes and qualification requirements of graduates.

50.3 The learning process regulatory documents are created by the schools, with the recommendations of the Quality Assurance Office, the contents of which are introduced to the collegiate bodies of the schools, approved by the Rector.

Article 51. Basics of organizing the learning process
51.1 The basics of organizing the learning process are:
   51.1.1 Protection of an academic freedom;
   51.1.2 Protecting the rights and duties of students and teachers;
   51.1.3 Initiation of educational programmes and coordination of structural units for their implementation;
   51.1.4 International regulations and Georgian legislation.

Chapter XVIII. Final Provisions`

Article 52. Final Provisions

52.1 This regulation shall enter into force upon its approval by the Supervisory Board.

52.2 Any amendments and additions to this regulation shall be effective if made in writing form and approved by the Board of Supervisors.

52.3 If any paragraph of this regulation becomes invalid, it will not apply to the entire text of the regulation. In this case, the invalid paragraph can be replaced by a paragraph that can achieve a similar result.

52.4 The headings of the chapters and articles of this regulation are used to facilitate the use of the text of the regulation, and these headings shall not be construed as defining, replacing or clarifying any norms of this regulation.