

Approved by the Rector's Board by Protocol N53 of 2023

Revised by the Rector's Board by Protocol N150 of 2023

**Petre Shotadze Tbilisi Medical Academy
Procedure for Financial Support and Incentivization of Students**

This procedure regulates financial support and incentivization of the students of Petre Shotadze Tbilisi Medical Academy (hereinafter referred to as TMA).

Article 1. Types of financial incentives

- 1.1 One-time and semester-based financial incentives are available at TMA.
- 1.2 Study related financial incentives are provided every semester based on the results achieved and cover the next semester;
- 1.3 One-time financial incentives are provided in accordance with paragraph 2.4 of this Procedure.

Article 2. Criteria for the provision of financial incentives

- 2.1 The decision on financial incentives is made based on the results of the previous semester;
- 2.2 A necessary condition for provision of a financial incentive is student's high academic performance (previous semester GPA 4.0) and additionally student's public, social, cultural, sports, and scientific-research activities. In particular, participation in various scientific project(s) organized by TMA, or co-authoring of a scientific paper(s), or participation in a conference with a verbal/written report) and/or in social activities (partaking in the organization of student events, volunteering in the activities benefitting the public, participation in sports/cultural/educational/social events and other activities that contribute to the increased awareness and reputation of TMA).
- 2.3 If the requirements defined in paragraph 2.2 of this Procedure are met, the amount of financial incentive for TMA foreign students is set at USD 1,000 per semester, which will be deducted from the student's semester fee, and Georgian students are completely exempt from tuition fees in the next semester.
- 2.4 One-time financial incentive for first year students who are Georgians or Georgian citizens enrolled on the basis of national exams will be provided as follows: during the first academic year, students are exempt from payment of the part of tuition fee corresponding to 50% of the state grant.

Article 3. Financial incentivization procedure

- 3.1 After the end of the semester, on the basis of the academic data, the Educational Processes Management Department of the School of Medicine submits to the Dean the list of students whose semester GPA is equal to 4.0 and provides information about the competition terms to relevant students. Within 10 days, the applicant student must submit to the Educational Processes Management Department of the School of Medicine all the documents required by the competition terms along with the application, where the activities carried out by the student are indicated;

- 3.2 The Dean of the School of Medicine addresses the Rector's Board of TMA with the list of candidates and enclosed documents, indicating the data specified in paragraph 3.1 of this Procedure;
- 3.3 Rector's Board reviews the submission and makes a relevant decision;
- 3.4 The Dean of the School is responsible for the accuracy of the information provided in the submission.

Article 4. The mechanisms for supporting socially vulnerable persons and persons with special educational needs

- 4.1 TMA takes into account the socio-economic situation of the student and has various support mechanisms in place.
- 4.2 TMA has developed the criteria for internal support of socially vulnerable students who are:
 - 4.2.1 From socially vulnerable families
 - 4.2.2 IDPs and from internally displaced families
 - 4.2.3 Double orphans or paternal/maternal orphans, without a breadwinner in the family
 - 4.2.4 Single parents
 - 4.2.5 From families with members who have a long-term unemployment history (for a period of more than 2 or 3 years)
- 4.3 To support the above-mentioned category of students, TMA has established Students Financial Support Committee, which makes appropriate decisions on the basis of student statements (verbal or written).
- 4.4 For students of the above-mentioned category, TMA will fund 30% of state-funded social grants.
- 4.5 Participation of persons with special educational needs and persons with disabilities in the educational process and ensuring the principle of reasonable accommodation significantly depends on the supportive and accessible educational environment, which at TMA is provided by the necessary educational resources and adapted environment.

Article 5. Final provisions

- 5.1 This Procedure is approved by the Rector's Board.
- 5.2 This Procedure shall enter into force upon its approval.
- 5.3 Any amendments and/or additions to this Procedure shall be made in accordance with the procedure for its approval.