

State Medical University

American US MD Program

## Program Regulations

### Article1. Main Goal and Regulation Sphere

- 1.1. The American MD (US MD) program of Tbilisi State Medical University represents the structural subdivision of the faculty of medicine at TSMU;
- 1.2. The program is guided by the Constitution of Georgia, Law of Georgia on Higher Education, and with other legislative and subordinate normative acts, University's Charter and Administrative Acts issued by Management Authorities and in accordance with this Regulation:
- 1.3 The main goal of the program is to prepare highly qualified doctors (physicians) in the international dimensions, who are ready for the post graduate studies and special professional training in Georgia as well as outside its borders (including in the US). To ensure the quality teaching without interruption of study process and lead it in highly qualified manner.

### Article2. Structure and Functions of the Program:

- 2.1 The American MD (US MD) program is developed in cooperation with TSMU and Emory University (USA Atlanta) and is based on the innovative curriculum of Emory University School of Medicine. The program is regulated by the Law of Georgia on Higher Education, with other legislative and subordinate normative acts, with TSMU Charter and Administrative Acts of Management Authorities and in accordance with this Regulation:
  - a) Under consultation with American partner elaborates English taught pre-diploma program and curriculum for medical education and participates in its constant perfection and implementation;
  - b) The program comes into accordance with the content, orientation and structure of the programs and curriculums of European Credit Accumulation System.
  - c) Conducts joint research projects, in cooperation with international and scientific-research centers. Elaborates the main directions for study program and scientific-research activities, develops appropriate educational programs and study plans.
  - d) Under the legislation of Georgia and the statute of the university, within the competency

framework of the program, defines the issues related to the ownership and use of the property owned by the program.

e) Participates in elaboration of the university's educational and scientific policy strategy.

2.2. The American MD (US MD) Program implements the following functions:

- a) Coordination and monitoring of the study process of the program students;
- b) Production and storage of program students' documentation (personal history, etc.)
- c) Participating in competition based selection process for hiring invited teachers on contractual conditions;
- d) Synchronization of study programs and tables in cooperation with Departments of Education Management, Assessment and Students' Registration;
- e) Cooperation with curriculum committee considering the specifications of English taught program;
- f) Constant information exchange with American partners (Emory University) about program implementation process and, in general, program development;
- g) Constant information exchange in competency framework with international partners (providers) in accordance with appropriate departments of TSMU;
- h) Along with the International Relations Department provide alumni with necessary information (in different countries) or verify this or that document;
- i) Collaborate with appropriate departments of TSMU (Tuition fee for international students, controlling bank transfers);
- j) Controlling the fulfillment of the contract signed by the student and TSMU;
- k) Coordination of the organizational process of students' exchange programs in accordance with the Department of International Relations;
- l) Organizing internships for the students with outstanding academic performance. TSMU ensures the students with scholarships for internship either at Emory University or at other partner universities.
- m) Encouraging students active enrollment in research projects;
- n) Supporting Student Union activities;
- o) Organizing and supporting scientific conferences, meetings, cultural and sport events;
- p) Prepare the materials for media (video, audio, print).

### **Article 3. The Leadership of American MD Program**

3.1 The Head of the program is accountable to the Program Coordinator (from Emory) and the Rector of TSMU and is responsible for:

- a) Relationship with American partner;
- b) Elaborating program's aims in accordance with the partners that are enrolled in program's

development;

- c) Program development and implementation policy;
- d) Elaborating plans for program's further development perspectives and perfection of material-technical base;
- e) Selecting staff for program implementation, defining necessary and appropriate courses and clinic/lab, etc. for study process;
- f) Monitoring and evaluating on program development;
- g) Elaborating strategic plan for program development and educational, scientific-research programs;
- h) Elaborating program's structure and regulation;
- i) Participating in curriculum committee meetings;
- j) In the frame of his/her capability he/she is responsible to the fulfillment of decisions made by University Academic Council, Representative Council, and Medical Faculty Council;
- k) In the frame of his/her capability he/she is responsible to issue individual legislative acts;
- l) Fulfilling his/her other duties granted from current law of Georgia and university statute;

3.2 The Program Coordinator is accountable to the Rector of TSMU and is responsible for:

- a) Constant and effective communication among program's leadership and administration and Emory University;
- b) Managing clinical clerkships. Planning rotation aims in accordance with the heads of the clerkships. Forming tasks and in case of necessity linking them with colleagues from Emory University;
- c) Participating in selecting new staff;
- d) Submitting proposals for internship at Emory University for TSMU administrative staff that are enrolled in the program. Agreeing on the visit conditions with Emory University and ensuring the efficiency of the visit.
- e) Inviting colleagues from Emory University. Agreeing on the visit conditions with TSMU and ensuring the efficiency of delivery the planned events.

3.3 The Program Director is accountable to the Rector of TSMU, Dean, and Program Leader(s) and is responsible for:

- a) Organizing effective delivery of scientific study and practical activities;
- b) Planning, organizing and controlling study and methodological work;
- c) Organizing study process;
- d) Recording and controlling study process;
- e) Elaborating documents for planning academic time-tables and study process;
- f) Planning and organizing methodological working events for rising teaching quality and efficiency;
- g) Controlling teaching quality in accordance with University Quality Assurance Department;
- h) Ensuring high quality teaching via using modern teaching and assessment methods (modules, credit system, etc).
- i) Disseminating program goals and tasks among all groups enrolled in program implementation (students, staff, and administration).
- j) Controlling the process of providing syllabi for study courses.
- k) Evaluating study process, data processing, ensuring giving feedback (on surveys)
- l) Controlling delivery of study programs, delivery of lecture-seminars in accordance with Quality Assurance Department;
- m) Controlling the generating of study time-tables
- n) Managing and controlling final exams
- o) Regular communication and reporting to American partner
- p) Seeking guest speakers and organizing their invitation
- q) Participating in evaluation of program's development level and elaborating measures for eradicating the errors.
- r) Organizing and participating in curriculum committee meetings

3.4 Program Deputy Director is accountable to Program Director and is responsible for:

- a) Processing and analyzing all legislative acts operating at TSMU
- b) Constant communication with the students (including online communication) about study-academic process and other relating topics
- c) Informing students and professor-teachers about ongoing study and scientific processes.
- d) Participating in organizing, controlling, and recording of study process
- e) Evaluating study process, elaborating recommendations for data processing.
- f) Participating in generating and controlling study time-tables.
- g) Participating in organizing and controlling of final exams.
- h) Introducing programmed and extra curriculum study projects to the students. Orienting students and helping in generating individual study plan.

3.5 The Chief Specialist is accountable to the Program Director and Deputy Director and is responsible for:

- a) Providing complete information about the admissions, program design, and study process specifications, to students, applicants, their parents and all stakeholders.
- b) Recording program's students, generating student's personal history, and controlling documentation.
- c) Organizing meetings and other workshops; Searching for the necessary information and transferring to the program administration; Coordinate the work between the program and TSMU's administration.
- d) Collecting and recording incoming and outgoing correspondence. Processing and analyzing all legislative acts operating at TSMU. Controlling the issuing and collecting final exam registers. Coordinating the work among university's administrative units and program's administration. Controlling student and professor-teacher data set.
- e) Periodic control of students' personal histories
- f) Registering students. Binding personal histories. Generating and constant updating computerized digital data set of demographic records. Organizing the contract signing with the students. Providing the appropriate units with time-tables, lists, registers and the information about students transfer. Issuing notices and information to the students. Generating, issuing, collecting and processing final exam registers. Controlling students' academic and financial debts. Checking demographic records for filling out the diploma. Binding students' personal histories and submitting them to the archive.

3.6 The Senior Specialist is accountable to the Program Director and Deputy Director and is responsible for:

- a) Providing complete information about the admissions, program design, and study process specifications, to students, applicants, their parents and all stakeholders.
- b) Searching for the necessary information and transferring to the program administration
- c) Alongside the Chief Specialist collecting and recording incoming and outgoing correspondence. Processing and analyzing all legislative acts operating at TSMU. Controlling the issuing and collecting final exam registers. Coordinating the work among university administrative units and program administration. Controlling student and professor-teacher data set.
- d) Statistical processing of students' academic records. Controlling students' academic performance.
- e) Organizing meetings and other workshops. Planning and preparing transcript of regular meetings with the students and the academic staff.
- f) Constant surveying of students and academic staff. Processing and analyzing the collected data.
- g) Registering and controlling books that are the property of the program
- h) Monitoring program study process by enrolling in it: Participating in elaboration of courses/modules/clerkships syllabi, time-tables, and other related documents and monitoring implementation process in accordance with administrative staff and university's Quality Assurance Department.

3.7 The Specialist is accountable to the Program Director and Deputy Director and is responsible for:

- a) Organizing various events for introducing the program to the wider society.
- b) Ensuring students participation in various program's promotional (commercial) events.
- c) Providing information about the program to media on time (on the internet, printed media, radio and TV).
- d) Planning extra curriculum activities.
- e) Planning and managing projects "Winter at Emory" and "Summer at Emory".
- f) Controlling and constant updating program's web-site and social media
- g) Communicating with university's public relationship department via constant sending and receiving the information.
- h) Ensuring and controlling program's examination process.
  - h<sup>1</sup>) Ensuring technical well-functioning of the exam issues.
  - h<sup>2</sup>) Putting exam item in electronic data set.
  - h<sup>3</sup>) Providing students with unique username and password for accessing examination program
  - h<sup>4</sup>) Ensuring confidentiality for the exam items.
  - h<sup>5</sup>) Ensuring well-functioning of examination process
- i) Ensuring technical support for study process

- i<sup>1</sup>) Ensuring technical well-functioning of lecture and seminar rooms.
- i<sup>2</sup>) Providing technical support to the program staff and provide them with necessary materials for implementing academic process (ex. Printing, copying and etc).
- j) Planning and participating in preparatory and monitoring events of examination process.
- k) Participating in seeking clinics for delivering students' clinical activities. Planning and controlling of spreading students of basic level for performing clinical observation (i.e. shadowing).
- l) In case of necessity inviting small group advisors, module/clerkship coordinators and etc.

#### Article 4. The Structure of American US MD Program

- 4.1 The study program is based on the requirements of the applicable legislation in compliance with the second level of higher education (equivalent to the master's degree). American US MD program includes 360 ECTS credits (1 ECTS credit = 30 hours);
- 4.2 The program is fully integrated. The integration is reached by horizontal and vertical principals on basic medical, pre-clinical and clinical disciplines.
- 4.3 The program maintains two basic levels: Pre clinical and clinical levels. a) Main goal of the basic medical level is to provide student with fundamental knowledge and on the other hand to prepare student for absorbing medical subjects
- b) Medical level is fully integrated and maintains 4 phases: Phase 1 – Basics of medicine; Phase 2 – Applying medical sciences; Phase 3 – Discovery phase. Phase 4 – Transmitting medical sciences
- 4.4 Program's student can become a person who has an appropriate state document proving his/her full general education or equivalent, who has passed Unified National Exams and owns appropriate certificate. Also, admission prerequisites include applicant's scores received from Unified National Exams, considering prioritized subjects and their coefficients predetermined by the university.
- 4.5 Enrolling in the program without taking Unified National Exams is determined by "Law of Georgia on Higher Education", - Article 52. Paragraph 3.
- 4.6 English language level requirements are established by TSMU for those applicants who is going to enroll in English taught program without taking Unified National Exams
- 4.7 All applicants are obliged to pass English language level test according the rule established by Tbilisi State Medical University.
- 4.8 Applicants are free from the above mentioned English language level test in case of satisfying the following criteria:
  - a) Presenting certificate proving English taught education (school / college / university).
  - b) Presenting valid IELTS - (>6.5) or TOEFL (>90) certificate.

Article. 5 Concluding Decrees

5.1 The invalidation or amendment of the regulations will be implemented by the Representative Council in accordance with the procedures established by the legislation.