

**Regulation of the Curriculum Committee  
Faculty of Physical Medicine and Rehabilitation  
Tbilisi State Medical University**

**Article 1. General provisions**

This Regulation sets out the purpose, functions, composition, operational procedure and the Regulation updating procedure for the Curriculum Committee of the Faculty of Physical Medicine and Rehabilitation of the Tbilisi State Medical University (hereinafter referred to as "the Committee").

The Committee Regulation is elaborated on the basis of structure and Regulations of Faculty of Physical Medicine and Rehabilitation of Tbilisi State Medical University. The Committee Regulation shall be approved by the Faculty Board.

The Committee is a standing body of the Faculty of Physical Medicine and Rehabilitation of Tbilisi State Medical University which participates in development and review of educational programs, their accompanying processes and materials.

**Article 2. Purpose and Functions of the Curriculum Committee**

1. The purpose of the Committee: evaluation/discussion of issues related to elaboration and development of educational programs of the Faculty of Physical Medicine and Rehabilitation of Tbilisi State Medical University. The Committee shall review the Bachelor's degree, Master's degree and Doctoral educational programs of Physical Medicine and Rehabilitation of Tbilisi State Medical University and make appropriate recommendation for submission to the Faculty Board and subsequently - to the Academic Council of the University.

1. Committee functions:

- a) Review physical medicine and rehabilitation educational programs elaborated with the participation of the Faculty's academic structural units (departments, directions) and produce appropriate recommendations;
- b) Develop recommendations on educational (basic, supplementary, etc.) literature to be used for implementation of the University's academic programs on physical medicine and rehabilitation;
- c) Develop recommendations on any issues related to academic process on the basis of sectorial and stage specificity of the educational process, human, material and technical as well as infrastructural resources, learning outcomes, alumni general and sectorial competences, knowledge and skills acquired as well as prospective employment analysis.

### **Article 3. Committee structure and composition**

1. The Committee shall consist of the Committee Chairperson, Committee Secretary and Committee members.
2. The number of Committee members shall be not less than 15 persons.
3. Committee composition and Committee Chairman shall be approved by the Faculty Board.
4. All the Faculty academic departments/directions and clinical units implementing educational programs on physical medicine and rehabilitation shall be represented in the Committee. Based on the results of issue discussion within the department/direction, the Head of Department/Direction nominates a candidate for the Curriculum Committee from the department/direction. The departments that include more than five academic staffing positions may have more than one representative in the Committee.
5. A professor, an associate professor or an assistant professor of department may be a member of the Committee.
6. To ensure involvement of potential alumni employers in designing and development of educational programs, two members of the Committee – the specialists working in the nation's health care system – shall be nominated by the Faculty Dean to the Faculty Board for approval.
7. The Committee Chairperson from among the Committee members shall be nominated by the Faculty Dean and approved by the Faculty Board.
8. The Committee Secretary shall be elected by a majority of number of Committee members at the first session of the Committee, upon the recommendation of the Committee Chairperson.
9. The Committee Secretary shall draw up the minutes of the Committee sessions.
10. In absence of the Committee Chairperson, the Chair for a specific session shall be elected by the Committee, by a majority of number of Committee members.
11. The term of office of a Committee member shall be four years. The same person may be elected to the Committee only for two terms in a row. Subsequently he/she may be reelected upon expiration of one term.
12. The term of office of a Committee Chairperson shall be four years. The same person may be elected as a Committee Chairperson only for two terms in a row.
13. Upon resignation from the position of Committee Chairperson, the person may be elected as a Committee member in accordance with the established procedure.
14. The Committee may set up ad hoc subcommittees and/or working groups to study a specific task and develop a recommendation.

The decision to set up above mentioned subcommittee and/or working group shall be taken by the Committee in accordance with the procedure referred to in Article 4 (Rules of Procedure of the Committee) of this Regulation.

### **Article 4. Rules of Procedure of the Committee**

1. As required, Committee sessions shall be convened and chaired by the Committee Chairperson.

2. The Committee shall work throughout the academic year.
3. An extraordinary session of the Committee may be convened at the request of at least two Committee members. In such case, the Committee Chairperson shall convene the session not later than one week after submission of the request.
4. The Committee Secretary shall keep the Committee members informed about the date and agenda of the session.
5. If more than half of the Committee members are present, the Committee session shall be authorized to make a decision.
6. The issue is resolved through open ballot. The decision is made if the majority of number of Committee members voted for it.
7. At the request of one-third of the Committee members, secret ballot may be conducted.
8. The Committee session shall be documented by the minutes. The minutes shall be signed by the Chairperson and the Secretary of the Committee.
9. The following information is reflected in the Committee session minutes:
  - a) Date of the session,
  - b) The list of members present (with signatures),
  - c) The Chair and Secretary of the session,
  - d) Session agenda,
  - e) The course of discussion, agenda items content and results.
10. The Committee may, where appropriate, request additional information on the issues/materials presented at the session.
11. If necessary, the Committee may request the Faculty Quality Assurance Service to re-evaluate a particular program/course or educational material.
12. Technical aspects of the Committee's activities (working space, equipment) shall be provided by the Faculty of Physical Medicine and Rehabilitation.
13. Activities performed by the Committee members shall not be remunerated.
14. Educational programs, curriculums and academic course syllabuses along with accompanying materials shall be accepted by the Committee for consideration upon their expert assessment by the Quality Assurance Service.
15. Assessment made by the Quality Assurance Service is a working document for the Curriculum Committee.
16. The Committee shall provide a recommendation to the Physical Medicine and Rehabilitation Faculty Board which shall submit the relevant conclusion to the Academic Council of the Tbilisi State Medical University for approval.

#### **Article 5. Final provisions**

1. An amendment to the Committee Regulation may be initiated by a member of Physical Medicine and Rehabilitation Faculty or a member of the Committee.
2. The Committee shall review the proposal for amendment within not later than one month and submit the review outcomes to the Faculty Board for approval or for information.