



ავიციენა

ბათუმის სამედიცინო უნივერსიტეტი

"Approved"

Appendix No. 5 of the Protocol No. 01-03/04 of the General Meeting of Partners of "Avicenna - Batumi Medical University" LLC on August 30, 2022

**(codified: Amendment by the Academic Council
Resolution No. 01-07/02, 25.05.2023)**

**Regulations for planning, elaborating, approving,
implementing, evaluating and developing educational
programs of
Avicenna - Batumi Medical University**

2022

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Article 1. General Provisions

1.1. The regulations for programs planning, elaboration, approval, implementation, evaluation and developing (hereinafter - the regulation) of the higher educational institution - LLC - "Avicenna - Batumi Medical University" (hereinafter - "Avicenna" or "University") determine the procedure of planning, elaboration, approval, implementation, evaluation and development of Avicenna educational programs in the direction of medicine (including the one-cycle higher education program of "medicine"). In determining the mentioned procedure, the university is guided by the law of Georgia "On Higher Education", the university charter, the regulations of the Avicenna School of Medicine and other internal legal acts of the university.

1.2. The process of elaboration, evaluation and improvement of educational programs is open and transparent and involves university staff, students, alumni, employers and other stakeholders.

1.3. The process of elaboration, evaluation and improvement of the educational program is coordinated by the head of the program, who is an academic official of the university (professor/associate professor).

1.4. The educational programs elaborated and implemented by the university must be in accordance with the mission and goals of the university, take into account the expectations of interested parties (the state, the applicant, the labor market and the expected employer), must correspond to the modern requirements of the educational system and the current context of scientific achievements, be provided with the necessary resources for its implementation (human, material, financial, informational) and comply with the university's strategic development goals.

Article 2. Planning and elaboration of the educational program

2.1. The procedures for the elaboration of the educational program at the university provide for ensuring compliance with the accreditation standards of the new program and the requirements of the legal acts of the university from the stage of initiating the idea of the program to the stage of receiving the program accreditation and reducing the risks related to the implementation of the program. On the submission of the university's quality assurance service, the rector of the university approves the following types of program concept and project evaluation forms for the development of a new educational program:

- a) **Form N1** - form of evaluation of the concept of a new educational program;
- b) **Form N2** - form of evaluation of the new educational program project.

2.2. The elaboration of the educational program is initiated by the founders/partners of the university or the staff of the university. The initiator of the program presents to the council of the main educational unit (school) of the university information about the needs of the relevant field, the labor market and the expectations of the interested parties, as well as the general concept of the program. If the School Council initiates the program and approves the concept, based on the submitted information, the quality assurance service evaluates the concept's compliance with the goals and development tasks of the university and the requirements of the labor market. It will also study the available and necessary resources for planning, elaboration and implementation of the program and the capabilities of the initiator team to develop and implement the mentioned program, after which a substantiated conclusion will be presented to the academic council of the university for a decision on the initiation of the program.

2.3. The head of the quality assurance service is authorized to present the following types of substantiated **recommendations** in the prepared report regarding the concept of the program:

- a) regarding the positive evaluation and elaboration of the concept of the educational program;
- b) regarding the negative assessment of the concept of the educational program and refraining from its elaboration;

c) regarding the need to provide additional information and evidence for the evaluation of the concept of the educational program (to confirm the relevance, competitiveness of the program, the involvement of interested parties, which is necessary for making a decision on the elaboration of the program).

2.4.The Academic Council is authorized to take or not into account the recommendation of the quality assurance service and to make one of the decisions pursuant to paragraph 3 of this article regarding the concept of the program.

2.5.In the event that the academic council shares a positive recommendation of the Quality Assurance Service on the general concept of the program (in case of making a positive decision), the Rector of the University will present the concept of the program, the composition of the potential members of the working group of the program (including the Head of the program) to the General Meeting of Partners (Amended by Academic Council Resolution No. 01-07/02, 25.05.2023).

2.6.In case of a positive decision of the issue discussed in accordance with the paragraph 2.5 of this article by the General Meeting of Partners, the Rector will issue an order approving the composition of the program's working group, appoints the Head of the program and signs an employment contract with him in compliance with the law (Amended by Academic Council Resolution No. 01-07/02, 25.05.2023).

2.7.The program working group may include:

- a) head of the program;
- b) working group members;
- c) representatives of the academic and invited personnel implementing the program;
- d) representatives of the university administration;
- e) representatives of partner employers;
- f) students (in case of valid program);
- g) graduates (if any).

2.8. When making a decision on the planning, elaboration, implementation, development and cancellation of an educational program, the university's mission, vision and strategic development plan, as well as the specifics of the field and labor market requirements, the best local and international practices, appropriate budget and financial provision, human and material resources, feedback from students, graduates, professors, employers, research priorities determined by the university, cooperation with local and foreign medical educational institutions and research centers and other factors should be taken into account.

2.9.The head of the program, together with the working group of the program, in agreement with the quality assurance service of the university, will elaborate a draft plan, in which the deadlines for the preparation of the program, specific activities, executors and responsible staff should be written in detail.

2.10. The head of the quality assurance service presents the draft plan to the rector. The draft plan of the self-assessment/working group is approved by the order of the university rector.

2.11. The manager/managers of the program, together with the working group, prepare the project of the educational program, the self-evaluation report for the educational program and the accompanying documentation.

2.12. The self-evaluation of the educational program involves the description of the program goals and learning outcomes, the content of the training courses, the teaching-learning and evaluation methods, the services of working with the students and the quality assurance procedures of the program through the self-evaluation/work group in order to determine the compliance of the program with the accreditation standards of the higher educational institution.

2.13. The self-evaluation process will be conducted using the procedure and self-evaluation form established by the regulation of accreditation of higher education programs of educational institutions. The management and monitoring of the self-assessment process is carried out by the head of the quality assurance service of the university

2.14. The draft of the developed program with the attached documentation will be submitted to the quality assurance service for evaluation. Based on the submitted information, the quality assurance service evaluates the compliance of the program project with the requirements of the accreditation standards and prepares a conclusion.

2.15. In the report, the head of the quality assurance service is authorized to present the following types of substantiated recommendations:

- a) regarding the positive evaluation of the educational program project;
- b) regarding the negative assessment of the educational program project and the need to modify it;
- c) regarding the need to provide additional information and evidence for the evaluation of the educational program project.

2.16. In case of a positive evaluation of the final program project by the quality assurance service, the program project will be submitted to the School Council for consideration.

2.17. Based on the approval/positive decision of the educational program project by the School Council, the program will be submitted to the academic council for approval.

2.18. After the academic council approves the educational program of the university, the head of the relevant program, the dean of the school and the head of the quality assurance service of the university organize the submission of the approved program to the National Center for the Development of Education Quality in order to receive accreditation.

2.19. The university is authorized to start the implementation of the educational program if this program is accredited

Article 3. Structure, content and requirements of educational programs

3.1. The structure of the educational program should be consistent and logical. The content and structure of the program should ensure that the learning outcomes of the program are achieved. The qualification to be awarded must be in line with the program content and learning outcomes. The program should be designed according to the regulations established by the Georgian legislation and in accordance with the European credit transfer system. The structure and content of the program should include the information/data provided by the legislation of Georgia (authorization/accreditation regulations/special characteristics of medicine in case of the educational program of medicine), together with:

- a) **Name of the Program** (in Georgian and in English);
- b) **Qualification to be awarded** (in Georgian and in English);
- c) **Program Size in Credits** with credits and their distribution;
- d) **Program manager/managers** - the program may have a manager/managers, university professor or associate professor;
- e) **Prerequisite for Admission to the Program** - Prerequisite for Admission to the Program must be transparent and ensure the inclusion of people with relevant knowledge, skills and values for the program, which serves to achieve the student's learning outcomes. According to the decision of the Academic

Council of the University, it is possible to determine additional requirements for the admission of students to this or that program (for example: written/oral/combined exam in the specialty (examination questions must be presented together with relevant literature)/knowledge of a foreign language at a certain level, etc.). In case of a foreign language program, language proficiency must be at least a B2 level as a prerequisite for admission to the program. Requirements and procedures for admission to the program must be relevant, transparent, fair, public and accessible;

f) The program must have clearly defined **objectives**, which will reflect what knowledge, skills and competencies the program graduate will have. Also, the program should describe the teaching methodology and assessment methods that will be used in the process of implementing the program to achieve the learning outcomes. The content and structure of the program should ensure the achievement of the set goals and expected learning outcomes;

g) **Teaching and learning methods** - the program should specify teaching and learning methods that correspond to the level of teaching, course content, learning outcomes and ensure their achievement. The teaching-learning methodology should promote the integration of teaching and research. teaching-learning methods should be flexible and take into account the individual needs of students;

h) **Assessment system** - it is not allowed to assess the student's semester achievement only according to the exam conducted at the end of the semester. The assessment of the student's work done during the semester should include: a) assessment of current (independent) work; b) intermediate assessment; c) assessment of the final exam. The assessment system allows five types of positive assessment: a) (A) Excellent - 91-100 assessment points; b) (B) very good - 81-90 points of the maximum assessment; c) (C) good – 71-80 points of the maximum assessment; d) (D) satisfactory - 61-70 points of the maximum assessment; E) (E) Sufficient – 51-60 points of the maximum assessment. There are two types of negative grades: a) (FX) failed – 41-50 points of the maximum grade, which means that the student needs more work to pass and is allowed to retake the exam with independent work; b) (F) Failed – 40 points of the maximum assessment and less, which means that the student has important work to do, therefore, the study course has to be passed/studied anew (a student who failed the final exam of the semester, regardless of his achievements in other components of the assessment, is considered failed) .

i) **Areas of employment** – It should be indicated in the program where the graduate can be employed;

j) **Annual tuition fee** (for students who are citizens of Georgia and citizens of foreign countries) - determined by the resolution of the academic council of the university (before the formation of the academic council - by the general meeting of partners);

k) **Curriculum** of the educational program (**Appendix No. 1** of this regulation) - must include all components in which credits are awarded. The component title, amount of credits, the code, admission requirements, the distribution of contact and independent learning hours will be indicated in the curriculum.

l) **Relevance Map of Program Objectives and Program Learning Outcomes** (**Appendix No. 2** of this regulation, to be attached to the curriculum) - which will show that each goal of the program is related to the learning outcome(s) of the program;

m) **Educational Program Courses and Learning Outcomes Relevance (Curriculum) Map** (**Appendix No. 3** of the present regulation), shows which study courses, activities or research components will achieve the learning outcomes of the program in students;

n) **Educational program learning outcomes assessment plan** (**Appendix No. 4** of this regulation), which should reflect how the learning outcomes of the program will be assessed at the end of the program

3.2. In order to maintain the quality of medical education and the sustainability of the program during a global or national emergency (for example, a pandemic), it is recommended that an **appropriate plan/concept approved by the rector's order** for the implementation of distance/semi-distance learning with the appropriate modification of the curriculum should be taken into account when elaborating the medical educational program (the above mentioned plan should not affect - the goals of the educational program, the learning outcomes of the educational program and the qualification to be awarded).

3.3. The educational program must be accompanied by: syllabi of training courses (recommended form - **Appendix No. 5** of this regulation), which must include the following information:

- a) the title of the course/module;
- b) course code;
- c) status of the course/module;
- d) author(s) (name, surname, scientific/academic degree, status, name of faculty/school and field department, telephone, corporate e-mail address);
- e) person(s) implementing the course (name, surname, scientific/academic degree, status, telephone, e-mail address);
- f) the aim of the course/module;
- g) number of credits and distribution of contact and independent learning hours;
- h) course structure;
- i) admission prerequisites;
- j) course content;
- k) teaching-learning methods;
- m) assessment criteria;
- n) learning objectives;
- n) compulsory literature;
- p) supporting literature.

3.4. The educational program must be accompanied by information about the human and material resources necessary for the implementation of the educational program and information (CV) about the manager(s) of the educational program.

Article 4. Functions and Responsibilities of the Program Manager

4.1. The planning, elaboration and implementation of the program should be coordinated by the program manager(s), who should have the necessary knowledge and experience to elaborate the program. Qualification must be proven by field-relevant education, practical experience, and scientific works.

4.2. The program manager can be a university professor or an associate professor. The manager of the higher education program is one of the most important links in the academic process, which ensures the development of the program, taking into account the mission, vision and strategy of the university.

4.3. The function and responsibility of the educational program manager(s) are:

- a) Ensuring the compliance of the educational program with accreditation standards and preparing the program for accreditation, initiating preparatory works for planning / developing / approving / introducing

changes / submitting for accreditation, as well as preparing an annual report on the implementation/progress of the educational program;

b) for the purpose of developing the program, participating in the activities for attracting potential students, facilitating the integration of the graduates with the support and career development service;

c) Provide/request/exchange/share the information with the school, administration, students, graduates, employers, staff implementing the educational program and local or international partners within the program to ensure the development of the program;

d) Cooperation with the quality assurance service, active involvement in the periodical evaluation process of the program, processing and analyzing the information obtained as a result of surveys and evaluation, developing a plan for the implementation of modifications/changes to ensure the development of the program in cooperation with the school and university administration.

e) Involvement of academic staff, invited staff, students, graduates, employers and other interested persons/parties in the process of evaluation and development of the educational program;

f) In agreement with the dean of the school, determining the personnel/candidates selected for the implementation of the educational and research components of the program and their academic and/or hourly workloads, in accordance with the need in the process of implementing the program;

g) performing other functions within the competence of program manager in accordance with the legislation of Georgia and legal acts of the university.

4.4. The bases for terminating the authority of the educational program manager are:

a) personal statement;

b) untimely performance of assigned functions;

c) other cases determined by the resolution of the school council/academic council and/or stipulated by the legislation.

Article 5. Educational Program Assessment

5.1. In order to determine the strengths and weaknesses of the educational program for quality assurance and continuous development, the assessment of the educational program should be carried out regularly (hereinafter - program assessment).

5.2. Program assessment is an ongoing process and determines the level of achievement of program objectives. Learning outcomes assessment mechanisms are used for program evaluation, the purpose of which is to ensure the sustainable development of the program by improving the program results. The learning outcomes of the program describe the knowledge, skills, and/or responsibility and autonomy that the student acquires upon completion of the program.

5.3. Both direct (Analysis of students' academic performance, assessment of learning outcomes: quiz, essay, individual or group activity, presentation, midterm exam, assessment of practical skills, curation, student survey) and indirect methods (Stakeholder survey, employer questionnaire, alumni questionnaire, program staff questionnaire, etc.) of assessment of learning outcomes are used to evaluate the program. The questionnaires mentioned in the present paragraph will be elaborated by the quality assurance service of the university and approved by the order of the rector of the university.

5.4. Monitoring and periodic evaluation of program implementation should be done with the involvement of academic, scientific, visiting, administrative staff, students, alumni, employers and other interested parties, through systematic collection of information, processing and results analysis.

5.5. The university quality assurance service is the structural unit responsible for the administration of the evaluation of the educational program, which manages the assessment process in the direction of the academic and strategic development of the university in coordination with the vice rector and the School of Medicine.

Article 6. Procedure for making and canceling changes in the educational program

6.1. Making amendments to the educational program is carried out in compliance with the requirements of the Georgian legislation, program accreditation standards, the relevant sector benchmarks and the needs of the program, the quality assurance policy of the University and the requirements of this rule. The Head of the program and/or the Quality Assurance Service of the University submits a substantiated initiative about the need for amendment to the main educational unit implementing the program (the School Council); In case of its approval, based on the motion of the Head of the program, the activities / work plan to be carried out by the working group (the same or renewed composition by the order of the Rector) are approved by order of the Rector of the University (**Amended by Academic Council Resolution No. 01-07/02, 25.05.2023**).

6.2. The project of amendments to the program prepared in accordance with the work plan for making changes to the educational program, together with the positive conclusion of the University Quality Assurance Service, is submitted by the Head of the program for consideration by the School Council, and in the case of a positive decision by the School Council, the program changes are approved by the University Academic Council (**Amended by Academic Council Resolution No. 01-07/02, 25.05.2023**).

6.3. The academic council of the university makes a decision on the termination (cancellation) of the implementation of the educational program based on the initiative of the general meeting of partners, the School Council and/or the quality assurance service of the university and/or the deputy rector in the administrative and financial direction.

6.4. The educational program may be canceled or a decision to terminate its implementation may be made, in the case provided for by the legislation of Georgia.

6.5. The decision to cancel the implementation of the educational program/stop the implementation of the program must be based on the results of the monitoring of the educational process and/or the research of labor market requirements and/or the study of the rate of graduates and/or the assessment of material resources and/or the assessment of academic and scientific resources and/or the analysis of the financial sustainability of the program.

Article 7. Final provisions (Added by the Resolution of the Academic Council No. 01-07/02, 25.05.2023)

7.1. In accordance with the University's Statute, the first edition of the Rule has been accepted and approved by the General Meeting of Partners of the University (30.08.2022).

7.2. Amendments and additions to the rules are made by the Academic Council of the University.

7.3. The first higher education program of the University was elaborated on the basis of the minutes of the General Meeting of Partners of the University (01.08.2022) and the work plan approved by the Order of the Rector (05.09.2022), and the amendments in the mentioned program are carried out in accordance with the present rule.

Appendix №2

Relevance Map of Program Objectives and Program Learning Outcomes

Program Objectives →	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6
Learning outcome ↓						
outcome 1						
outcome 2						
outcome 3						
outcome 4						
outcome 5						
outcome 6						
outcome 7						

Educational program learning outcomes assessment map

№	Learning outcomes of the program	The Study Course by which the assessment is made	Assessment Method	Target Benchmark	Data Collection Time	Responsible person
1						
2						
3						

Syllabus template

1	Course Name								
2	Course Code								
3	Study Status								
4	Study level								
5	Form of study								
6	Language of instruction								
7	Qualification to be Awarded								
8	Study Year								
9	Semester								
10	Department								
11	Course Leader (name, e-mail)								
12	Lecturers (name, email)								
13	Student's support and University Policies	Normative documents that regulate study process, information about student rights and obligations are available on the website (www.avicenna.ge), in the legal guide							
14	University Address/e-mail/Website	#4, Tbeti Street, Batumi, Adjara, Georgia, 6010 info@avicenna.ge www.avicenna.ge							
15	Prerequisites								
16	ECTS	0	Total hours:					0	
17	Total Numbers of Hours	lectures:	0	sem/prac/labs:	0	Exams:	3	Ind. work	0
Form of activity		Numbers of Hours							
Study with academic teachers (classes)		lectures							0
		Seminars/GW							0
		Labs/Practice							0
		Midterm Exam							1
		Final Exam							2
		Σ							3
Student self-study		Preparation for Seminar/GW/Labs/Practice							
		Preparation for the Midterm exam							
		Preparation for the Final exam							
		Σ							0

Subcourses		ECTS	Total hrs	lecture (Hours)	Seminar/Group Work/Practical work/laboratory(hours)		
					Auditory	Sk. Center/lab	Un. Teach. Hosp
1	Course 1		0	0			
2	Course 2		0	0			
3	Course 3		0	0			
Σ		0	0	0	0	0	0
18	Course Objectives (CO)						
No	Objective Description						
CO 1							
CO 2							
CO 3							
19	Learning Outcomes (LO)						
Description of learning outcomes and reference to course objectives, LO for the course content and LO in the standards							
No	Upon completion of the course the student possesses the following professional competencies:				Reference to course objectives	Reference to course content	Completion requirements (%)
19.1	Field-Specific Knowledge						
19.2	Field-Specific Skills						
19.3	Autonomy / responsibility						
Professionalism							
20	Course Contents	Appendix 1					
21	Teaching/Learning Methods						
T1							
T2							
T3							
22	Evaluation and Assessment						

No	Method of Evaluation	Assessment Criteria				
E1						
E2						
E3						
No	Subcourses:	Form of assesment	Methods of evaluation	ratio (%)	Max. Grade	Min. Barrier
1	Subcourse 1	Current Assessment			0	
		Midterm			0	
		Final Exam			0	
2	Subcourse 2	Current Assessment			0	
		Midterm			0	
		Final Exam			0	
3	Subcourse 3	Current Assessment			0	
		Midterm			0	
		Final Exam			0	

Assessment of each submodule has a partial ratio.

Midterm assessment makes the sum of intermediate assessment and a midterm exam score having the common grade threshold.

A midterm exam of a module, as well as a final exam, comprises the topics with reasonable distribution from all submodules .

Course Assessment Summary:

Total Grade:	100	Min. Barrier for the Current Assessment:		Min. Barrier for the Final Exam:	
Current assessment score:	40	Midterm Exam:	20	Final Exam:	40

Grading System:

Positive Assessment			Negative Assessment		
scores	Evaluation		scores	Evaluation	
91-100	A	Excellent	41-50	FX	Unsatisfactory - meaning a student needs more effort to pass an examination and is given an extra chance to pass an additional examination through independent work;
81-90	B	Very good			
71-80	C	Good			
61-70	D	Satisfactory	40 and less	F	Failure - meaning the student's effort is not enough and he/she has to retake the course.
51-60	E	Sufficient			

Calculation of clinical skill scores according to the final exam grading system

Score	Part of the clinical skills final exam		Score	Part of the clinical skills final exam	
		A			FX

			B				
			C				
			D				F
			E				
23	Readings						
23.1	Major readings						
1							
2							
23.2	Supplementary readings						
1							
2							
24	Other useful information related to the course						
24.1	Maximum number of students in groups			For seminars /group work		20	
				Practice/lab. training		10	
24.2	Venue of classes	University Campus					
		Room№					
		University clinic, room №					
		Other:					
24.3	Tools required from students						

Appendix 1

Course Contents		
Lecture		Total hours
Course 1		
1		
2		
3		
Total hours:		0
Course 2		
1		
2		
3		
Total hours:		0
Course 3		
1		

2		
3		
Total hours:		0
Σ		0
Seminar/group work		Total hours
Course 1		
1		
2		
3		
Total hours:		0
Course 2		
1		
2		
3		
Total hours:		0
Course 3		
1		
2		
3		
Total hours:		0
Σ		0
lab/practice		total hours
Course 1		
1		
2		
3		
Total hours:		0
Course 2		
1		
2		
3		
Total hours:		0
Course 3		
1		
2		

3		
Total hours:		0
Σ		0