



AVICENNA
Batumi Medical University

"Approved"
by the Resolution of the Academic Council of
Avicenna - Batumi Medical University
N01-07/04 of January 16, 2025
Appendix 1

Avicenna – Batumi Medical University
Rule for Regulating the Examination Process

2025

List of Content

Article 1. General provisions	1
Article 2. Organizational Support for Conducting Examinations	1
Article 3. Forms of Assessment and Duration of Examination	1
Article 4. Specifics of Conducting Written Examinations	2
Article 5. Specifics of Conducting Oral Examinations	2
Article 6. Specifics of Conducting Practical and Clinical Skills Examinations	3
Article 7. Specifics of Conducting Examinations in Combined Format	3
Article 8. Examination Schedule	3
Article 9. Examination Materials	4
Article 10. Evaluation of Papers and Exam Results	4
Article 11. Examination Process	5
Article 12. Student Conduct During the Examination	5
Article 13. Examination Invigilator	7
Article 14. Grounds for Cancellation/Postponement and Rescheduling of Examinations	8
Article 15. Examination Restoration	8
Article 16. Rights and Responsibilities of the Representative of the Clinical Skills, Simulation Training and Assessment Center/Exam Invigilator	9
Article 17. Appellation Procedure	10
Article 19. Appeal Commission	10
Article 20. Monitoring of the Examination Process	11
Article 21. Final Provisions	11
Appendices	11

ცვლილებების აღრიცხვის ფურცელი

N	თარიღი	ნდ-ის ნომერი	დოკუმენტის მიმღები	ცვლილება	ვერსია	შენიშვნა
1	2	3	4	5	6	7
1	16.01.2025	01-07/04	აკადემიური საბჭო	პირველადი რედაქცია	01	

Article 1. General provisions

1.1. The “Rule Governing the Examination Process” (hereinafter referred to as the “Rule”) regulates the organizational and procedural issues related to conducting examinations at LLC “Avicenna – Batumi Medical University” (hereinafter “Avicenna” or the “University”) and is mandatory for students and other persons involved in the examination process.

1.2. This document is developed based on the applicable legislation of Georgia, considering best practices in the university space, to ensure the assessment of learning outcomes provided for in Avicenna’s one-cycle educational program of Medical Doctor.

1.3. At Avicenna – Batumi Medical University, examinations are conducted in the language of instruction of the program, except for language-related academic courses. All participants in the examination process are required to communicate in the language of instruction of the program during the examination process.

1.4. The criteria for student assessment, the minimum competency threshold, and the exam admission barrier are regulated by the relevant course syllabus and the “Educational Process Regulation Rule.”

Article 2. Organizational Support for Conducting Examinations

2.1. At Avicenna, the organization of examinations is ensured by the university’s “Clinical Skills, Simulation Training, and Assessment Center” (for the purposes of this document, hereinafter referred to as the “Examination Center”).

2.2. Examination organization at the center is carried out in the following formats:

a) Written examination (testing) is ensured by using computer equipment through the LMS system.

b) In material form — so-called paper-based testing — is ensured by delivering tests to students in designated examination spaces;

b) Oral examinations are organized by the Center’s staff in coordination with the assessing lecturer.

c) Practical examinations to assess clinical skills are conducted in specially designated areas;

d) Combined examinations are held considering the types and specifics of the examination in appropriate examination spaces.

Article 3. Forms of Assessment and Duration of Examination

3.1. At Avicenna – Batumi Medical University, student assessment includes the following forms:

a) Midterm Exam (integrated subject/block exam);

b) Final Exam (integrated subject/block exam);

c) Objectively Structured Clinical Examination (OSCE);

d) Objectively Structured Practical Examination (OSPE).

3.2. During the semester, each integrated block (course/subject) includes one midterm examination.

3.3. At the end of the semester, each integrated block (course/subject) includes one final examination in the format determined by the respective course syllabus.

3.4. Midterm and final examinations may be conducted in the following formats:

- a) Written form (open-and closed-type tests), electronically or on paper;
- b) Oral form;
- c) Through Objectively Structured Clinical Examination (OSCE);
- d) Through Objectively Structured Practical Examination (OSPE);
- e) In a combined format.

3.5. The formats of examinations are determined in accordance with the study course syllabus, based on achieving the learning outcomes defined by the program.

3.6. In integrated blocks, the distribution of tests or written tasks in midterm and/or final exams is calculated proportionally to the subjects included in the block.

3.7. For an integrated course, when conducted only in test format, the midterm examination duration shall not exceed 1 (one) academic hour, unless otherwise specified by the course syllabus.

3.8. For an integrated course, when conducted only in test format, the final examination duration shall not exceed 2 (two) academic hours, unless otherwise specified by the course syllabus.

3.9. The duration of oral and combined examinations is determined based on necessity.

Article 4. Specifics of Conducting Written Examinations

4.1. Student testing is conducted in written form, using material or electronic resources.

4.2. Computer-based testing is ensured through the electronic Learning Management System (LMS) (<https://testingav.ini.ge/#/login/testHash>). Instructions for conducting the test via the system are reflected in the program.

4.3. Examination questions in the test are composed of open and closed-type questions. In open tests, only the question is provided, and the student must independently write the correct answer. In closed-type tests, the student must choose the correct answer from several alternatives/options.

4.4. The number of questions, the weight of each test, and the final achievable scores are determined by the respective course syllabus.

Article 5. Specifics of Conducting Oral Examinations

5.1. Oral examinations are organized by the Examination Center.

5.2. The Examination Center ensures:

- a) Preparation of oral examination tickets according to topics provided by the assessor/lecturer;
- b) Confidentiality of examination topics;
- c) Anonymity of students to ensure objective and accurate assessment by the assessor;
- d) Organization of the examination process (preparation of the examination room, informing students and faculty about the exam time);
- e) Consulting students and faculty regarding the examinations.

5.3. In the case of group oral questioning, one examination ticket/material may be issued to no more than three students simultaneously. The time given to each student shall not exceed 20 minutes.

Article 6. Specifics of Conducting Practical and Clinical Skills Examinations

6.1. OSCE (Objectively Structured Clinical Examination) and OSPE (Objectively Structured Practical Examination) are conducted in a designated space. The Clinical Skills, Simulation Training, and Assessment Center has 15 stations. The specifics of the stations are predetermined based on their content. The station number is preassigned to each student in advance, based on the specifics of the subject.

6.2. Each student spends five minutes at a station, and it takes fifteen seconds to move from one to the next. Entry and exit from the station is regulated automatically by an electronic signal and are recorded alongside by the exam observer.

6.3. Before the exam, students receive numbered tags and a list of stations to mark completed ones.

6.4. Before entering each station, the student is introduced to information about that station — including its number, title, and the situational task to be performed at that station. The station also includes additional information about the task and all necessary equipment (simulators/mannequins, consumables, etc.).

6.5. Depending on the task, the station may include a mannequin/simulated patient. An assessor may also be present in the station.

6.6. Each station is equipped with cameras that record the examination process to ensure standardized and unbiased assessment of all students.

Article 7. Specifics of Conducting Examinations in Combined Format

7.1. Combined format examinations are conducted using the formats outlined in Articles 4, 5, and 6 of this Rule, mixed together in accordance with the course syllabus of the educational program.

7.2. In examinations with multiple components (oral and written), the interval between components must not exceed one day.

Article 8. Examination Schedule

8.1. Based on consultations with the relevant academic unit, the Examination Center ensures the preparation of the examination schedule and submits it to the Rector for approval. The examination schedule shall include information about the academic course, student group, time, location, course lecturer, observer, and other relevant details.

8.2. The Assessment Center is obliged to:

a) Reflect and share the information about the schedules for midterm, final, and retake exams in the LMS system:

a.a) For midterm exams – no later than 1 (one) week before the exam;

a.b) For final exams – no later than 2 (two) weeks before the exam;

a.c) For retake exams – no later than 1 (one) week after the start of the examination period.

b) During the formation of the exam schedule, conduct consultations with the relevant academic unit and lecturers and consider their substantiated comments/suggestions. Students may also be involved in the process.

8.3. For the one-cycle educational program of Medical Doctor, the midterm examination is conducted throughout the semester, according to the study courses, and the final/retake exams are conducted immediately after the completion of integrated instruction.

8.4. The Clinical Skills, Simulation Training, and Assessment Center prepares the examination schedule in such a way that it does not coincide with other test/written exam schedules planned by the center.

8.5. Considering the specifics of the subject and/or other objective circumstances, exams may be scheduled outside the timeframes defined by this article.

Article 9. Examination Materials

9.1. Academic and invited staff involved in the university's educational process are obliged to submit exam topics/tickets/tests for midterm and final exams to the Center within the timeframes specified in advance by the Center, **no later than 10 days** before the scheduled midterm/final/additional examination date.

9.2. The submitted questions/tickets/tests must fully cover and comply with the topics defined in the course syllabus and be validated by the relevant lecturer.

9.3. The quantity of exam questions/tests to be submitted is determined by the Center in accordance with the course syllabus.

9.4. It is prohibited to share exam tests, integrated questions, and other examination materials with students and/or third parties, except for the Clinical Skills, Simulation Training and Assessment Center.

Article 10. Evaluation of Papers and Exam Results

10.1. The evaluation of students and examination papers is carried out by the lecturer responsible for the relevant study course.

10.2. After the examination, the written papers completed on paper must be coded by the Examination Center and handed over to the course lecturer, who returns the corrected papers back to the same. Papers submitted through the LMS system are delivered to the course lecturer via the system.

10.3. Grades for papers completed on paper are entered into the electronic learning management system by the Examination Center in the appropriate section.

10.4. In the case of exams conducted in open or closed test formats on paper, students shall be informed of the exam results within an optimal timeframe, but not later than 1 (one) week after the exam.

10.5. In case of closed test format exams conducted via the LMS system, students are informed of their exam results automatically, immediately after the exam. For open test formats – within an optimal timeframe, but not later than 1 (one) week after the exam.

10.6. If the exam is conducted in oral form, student is informed of the results immediately upon completion of the exam.

10.7. In case of failure to comply with the assessment deadlines specified in this article, the Center and/or assessor is obliged to inform the Dean of the School of Medicine.

10.8. The grades received by the student are reflected electronically in the LMS (students.abmu.edu.ge), where students can view their results using individual login credentials.

Article 11. Examination Process

11.1. The student must register 30 (thirty) minutes before to the exam's start time in order to be admitted.

11.2. For identification purposes, the student must present an identity document/passport; **otherwise, the student will not be admitted to the examination.**

11.3. The student is obliged to appear for the examination according to the schedule indicated in the timetable. If the student is late by no more than 10 (ten) minutes, they will be admitted to the exam; however, no extra time will be granted. **In case of a delay of more than 10 (ten) minutes, the student will not be admitted to the exam.**

11.4. After registration, the student is informed of their preassigned sector, table number, and/or seat in the examination room. The student is required to take the designated seat according to their registration number. Seat changing between students is not allowed.

11.5. Before the exam begins, the Examination Center's staff and/or observer informs students about the rules of conduct during the examination.

11.6. In the case of in-room exams, the exam time starts after the eligible student registers and the Center staff announces the start time. For electronic exams, the time starts after the student confirms the beginning of the exam.

11.7. The computer-based test begins automatically at the designated start time.

11.8. Students must be informed in advance of the exam's start and end times (either explained or written on the board, if the exam is being held in a room). Additionally, fifteen minutes prior to the exam's conclusion, the instructor or observer has to notify the students in the auditorium. Oral exams are exempt from the requirement to notify student of the end time.

Article 12. Student Conduct During the Examination

12.1. *The student is obliged to:*

a) Arrive at the examination site at the time specified by the examination schedule. If late (after distribution of examination tickets or after starting the computer-based exam), the student will not be admitted to the exam;

b) Bring an identity document (or passport) and place it at the corner of the desk;

c) Hand over personal belongings (including bags, mobile phones, and other electronic devices—laptop, tablet, e-book, smart watch, or any other audiovisual or communication-enabled device) to the Center's representative (observer) or place them in the designated area;

- d) Check the examination ticket/material; in case of any damage or uncertainty, contact the Center's representative/observer. Complaints will not be accepted after the exam time has started;
- e) Write name, surname, and LMS ID on the front page of the examination ticket/material. Complete the exam using a blue pen (marking identifying signs or any hints is prohibited);
- f) Follow the instructions of the Center's representative and invigilator. Failure to comply with the instructions regarding the examination rules will result in the student being removed from the exam. Insulting other participants, bullying, attempted plagiarism, or otherwise disrupting the examination will result in disciplinary action as per the University's regulations;
- g) Maintain silence during the examination. Loud speaking or calling out is prohibited;
- h) Upon completion of the work, submit the examination ticket/material and completed papers to the Center's representative/observer. In the case of a computer-based exam, notify the observer before leaving the examination site;
- i) Leave the examination room after submitting the work/completing the exam.

12.2. The student is prohibited from:

- a) Using a mobile phone or other electronic devices during the examination;
- b) Using unauthorized materials—textbooks, notes, papers (except those provided by the Center), or any material not approved by the course instructor (lecturer);
- c) Talking, making unnecessary movements, assisting/receiving help, or disturbing other students and/or assessors in any way;
- d) Bringing any items into the exam room except water and essential items for health;
- e) Leaving the room without permission after the exam time starts and before submitting the exam. Unapproved exit will result in removal from the examination.
- f) Placing other items at the workplace except those allowed by the Center;
- g) Starting work without the permission from instruction;
- h) Continuing to work after the allotted examination time has expired;
- i) Marking any identifying signs (name, number, address, etc.) or unrelated graphic symbols (figures, inscriptions, etc.) on the exam paper that could reveal the student's identity;
- j) Copying or using so-called "cheat sheets." A "cheat sheet" includes any type of electronic device, mobile phone, or unauthorized notes or papers not distributed with the exam task or not signed by the course lecturer/observer (this results in removal from the exam);
- k) Passing a calculator and/or notes to another student. This is considered an attempt to cheat. After a warning, a repeated violation results in removal of both students from the exam;

l) Asking content-related questions about the exam task to the course lecturer/observer. Upon violation, the student receives a warning; on repeat, student will be removed from the exam;

m) Gross violation, insulting students/observers/staff, attempting plagiarism, taking the exam in another student's place, or other similar violations subject to disciplinary responsibility;

n) Any other action intentionally disrupting the examination process or falsifying exam papers.

12.3. In case of violations outlined in section 12.2, the Examination Center is authorized to remove the student from the exam, record the result as 0 points, and, if necessary, submit a report to the vice-rector for disciplinary proceedings against the violating student.

12.4. *A student will not be admitted to the exam if:*

- a) The student is not on the list of authorized exam takers;
- b) The student is under the influence of alcohol, narcotic, or psychotropic substances. In this case, the Assessment Center is authorized to request disciplinary action under the relevant University regulation;
- c) The student fails to present an identity document/passport and cannot be identified;
- d) The student refuses to surrender mobile phones or other electronic devices.

Article 13. Examination Invigilator

13.1. An examination invigilator may be a representative of the Examination Center and/or another person appointed by order of the Rector.

13.2. The Center's representative/invigilator is obliged to:

- a) Arrive at the examination site on time (no less than 15 minutes before the exam begins);
- b) Receive the examination tickets/materials in the exam room, distribute them to students, and inform them about the start of timing.
- c) Monitor the examination process and ensure that the rules of student conduct during the examination are upheld;
- d) In the event of violation of these instructions, warn the student, remove them from the examination, mark on the exam paper "Removed from examination" with a reason indicated, and hand it over to the school of Medicine administration.
- e) Respond to students' procedural and technical questions within their competence. In case of issues, contact the school administration;
- f) Inform the students 15 minutes before the end of the examination about the remaining time.
- g) Collect the examination papers and hand them over to the school administration;

h) If a student is removed from the exam, fill out the violation report form attached to this Rule (Appendix №1) and submit it along with the exam paper to the authorized person.

13.3. In case of violation of the rules established by this article, disciplinary proceedings will be initiated against the observer.

Article 14. Grounds for Cancellation/Postponement and Rescheduling of Examinations

14.1. A decision on the cancellation/postponement of an examination may be made if:

- a) Information is confirmed about unauthorized persons gaining access to exam materials. For the purposes of this article, unauthorized persons are considered anyone other than the study course lecturer and Center staff;
- b) Force majeure circumstances or other technical obstacles arise that make conducting the exam at the scheduled time impossible;
- c) Based on a student statement (Appendix №2), with the consent of at least 70% of the students registered for the course.

14.2. The decision on the cancellation or postponement of an exam is made by the Examination Center.

14.3. In case of missing an exam due to a valid reason, the student is entitled to request a retake exam (exam restoration).

14.4. Only if in the main examination period a student receives a negative grade—Fx (41-50 points)—are they entitled to take an additional (retake) exam no earlier than five days after the announcement of final exam results.

Article 15. Examination Restoration

15.1. Exam restoration is permitted if the student presents evidence proving that the absence was due to a valid reason, such as the death of a family member or close relative, health problems requiring isolation or hospitalization, temporary deprivation of liberty, or other documented hindering circumstances.

15.2. The student is entitled to submit a substantiated written request for exam restoration to the Center no later than 2 (two) days after the end of the valid reason. The student must justify the factual impossibility of attending the exam, specify the dates of the valid reason, and provide supporting documents.

15.3. To confirm the death of a family member or close relative, the student must present a death certificate. The center is authorized to define a reasonable deadline for the submission of the certificate, different from paragraph 2 of this article.

15.4. If the absence is due to health reasons, the student must present a document issued and certified by a medical institution—a "Medical Certificate" (Form IV-100/a) indicating a health condition that made attendance impossible. After verification, the certificate is destroyed in accordance with the Law of Georgia on Personal Data Protection.

15.5. The application for exam restoration is submitted to the Center, which reviews it within 2 (two) working days and makes one of the following decisions:

- a) Full satisfaction of the request;
- b) Partial satisfaction, if the student requested to retake exams in several courses — only those missed during the valid period are restored;
- c) Rejection of the request.

15.6. To evaluate all relevant circumstances, the Center is authorized to request additional evidence or information from the student within a reasonable timeframe.

15.7. If valid circumstances are confirmed, the Center may offer the student an individualized exam schedule.

15.8. The decision made by the Center regarding exam restoration is final and not subject to appeal.

15.9. Exam restoration is not allowed after the end of the semester.

Article 16. Rights and Responsibilities of the Representative of the Clinical Skills, Simulation Training and Assessment Center / Exam Invigilator

16.1. During the examination process, only center employees (observers/invigilators) and/or assessors are allowed in the center/examination space, depending on the examination format.

16.2. The center employee (invigilator) is obliged to ensure:

- a) Registration of students for the purpose of admission to the exam;
- b) Distribution of written examination materials before the exam starts and their collection upon expiration of the examination time;
- c) Explaining students the rules of conduct before the start of the examination;
- d) Supervision of the examination process (until the expiration of the exam time) and taking appropriate action if the student violates these rules;
- e) Monitoring the time limits established by these rules for each type of examination and informing the participants accordingly;
- f) Accompanying the student during the examination process upon the student's request, in case of urgent necessity.

16.3. The center's representative/invigilator must supervise the examination in the sector/exam space assigned to them. They must strictly control the observance of rights and responsibilities by students. In case of violations, the student should be warned, and upon repeated violation or use of materials containing subject-related information, the student must be removed from the exam, and the center's head must be informed.

16.4. If a student is removed from the exam, the invigilator/center representative confiscates the exam ticket and papers from the student. If applicable, the exam paper must be marked "Removed from exam" with the reason, signed, and submitted to the center's head. If the exam is computer-based, the observer/center representative must inform the student that they are terminating the exam. Only after that can the student leave the exam room/examination area.

16.5. The invigilator is prohibited from leaving the assigned sector/exam space without notice.

16.6. The invigilator/Center representative is obliged to respond to the student's procedural and technical questions. They are prohibited from answering any content-related questions about the examination.

16.7. At the beginning and end of the examination, the invigilator/Center representative must notify the students in advance. Additionally, they must inform students present in the room 15 minutes before the exam ends. This rule does not apply to oral examinations.

Article 17. Appellation Procedure

17.1. A student has the right to apply to the center for review of results **within 1 (one) working day after the publication of the result** and to request access to their responses as reflected in the examination paper.

17.2. The center is obliged to ensure that the student is allowed to view their examination paper within 1 (one) working day.

17.3. The appellation (Appendix №3), with appropriate written arguments and justification, must be submitted by the student to the Center within 1 (one) working day after reviewing the results/exam paper. **Appeals that do not meet this deadline or do not comply with the form and requirements established by this rule will not be reviewed.**

17.4. Within 2 (two) working days after receiving the complaint, the Center ensures:

- a) Sending the exam papers of students who do not agree with the received grade and request a review of results to the assessor. A request for review is allowed only once;
- b) Informing the student about the decision to accept or reject the appeal and whether the paper is sent for review.

17.5. The course lecturer must provide a conclusion/feedback on the appeal (Appendix №4) to the Center within 2 (two) working days, and the Center in turn must inform the student of the decision within 1 (one) working day of receiving the conclusion.

17.6. After the initial appeal, the student has the right to request a commission-based assessment of the exam paper in accordance with this rule by submitting a relevant appeal application to the Rector (Appendix №5).

Article 19. Appeal Commission

19.1. The appeal application is reviewed by an Appeal Commission created by order of the Rector within 5 (five) working days of receipt.

19.2. The Appeal Commission must consist of an odd number of members and is appointed by the Rector based on a recommendation from the School Dean. It must include no fewer than 3 members whose expertise matches the disputed subject matter.

19.3. Members of the Appeal Commission may be academic or invited staff employed by the university and involved in the educational process.

19.4. Members of the commission must be selected in a way that eliminates any conflict of interest. A person who led the disputed course during the current semester may not participate in the Appeals Commission.

19.5. External experts may also be included in the commission.

- 19.6. The commission is authorized to begin functioning according to the rector's order establishing the commission within the prescribed timeframes.
- 19.7. The Appeal Commission is authorized to request and examine all circumstances and evidence relevant to the case, hear the appellant and other individuals who may possess relevant information, and make a decision in the form of a protocol.
- 19.8. The decision of the Appeal Commission must be substantiated and describe the evaluation of all relevant circumstances and evidence. Any doubtful evidence must be assessed in favor of the appellant.
- 19.9. The Appeals Commission may make the following decisions:
- a) To grant the student's appeal and assign a grade for the disputed component;
 - b) To reject the student's appeal.
- 19.10. The decision regarding the appeal is made by a majority of the commission members present.
- 19.11. Along with the decision, the commission is authorized to issue recommendations for improving the process. Each member of the commission may submit their own recommendation without a vote.
- 19.12. If the examined evidence raises suspicion of a violation of this rule, other university legal acts, or applicable laws by a participant of the examination process, the commission's recommendations must indicate the concern.
- 19.13. The decision of the Appeals Commission is final and not subject to appeal.
- 19.14. The decision of the commission is recorded in the commission's session protocol (Appendix №6).

Article 20. Monitoring of the Examination Process

20.1. If necessary, based on an order from the Rector, the examination process and its monitoring at the University shall be carried out by the following individuals: Vice-Rector, Head of the Quality Assurance Service, Relevant School Dean, Heads of departments, Heads of educational programs, Course lecturers, and Authorized observers, who may be selected from academic, invited, administrative, and/or support staff.

Article 21. Final Provisions

- 21.1. This rule shall enter into force upon approval by the the Academic Council of Avicenna – Batumi Medical University.
- 21.2. Amendments/additions to this rule are made in accordance with the existing procedure for document approval, by the Resolution of the Academic Council of Avicenna – Batumi Medical University
- 21.3.

Appendices

Appendix №1 – Violation Report Form for Examination Instructions

Appendix №2 – Student Statement Form Regarding Examination Postponement/Cancellation

Appendix №3 – Appellation Form

Appendix №4 – Appellation Feedback Form

Appendix №5 – Appeal Submission Form to the Appeals Commission

Appendix №6 – Appeals Commission Protocol

დანართი № 1.
(მფ-13-002-01-16.01.2025)

გამოცდის ინსტრუქციის დარღვევის აქტი

წინამდებარე ოქმი ადასტურებს, რომ _____ სკოლის _____
საგანმანათლებლო პროგრამის _____ სასწავლო წლის სტუდენტმა
_____ დაარღვია გამოცდაზე ქცევის წესი (სასწავლო პროცესის
მარეგულირებელი წესის _____ Article(s) —--- პუნქტის მოთხოვნები), კერძოდ:

გამოცდის ჩატარების თარიღი: _____

გამოცდის ჩატარების დრო: _____ სთ და _____ წთ.

გამოცდის საგანი/სასწავლო კურსი: _____

დამკვირვებელი/საგნის ლექტორი _____

სხვა პირი (დამკვირვებელი/ადმინისტრაციის წარმომადგენელი)

დანართი №2

(მფ-13-003-01-16.01.2025)

შპს ავიცენა – ბათუმის სამედიცინო უნივერსიტეტის კლინიკური უნარ-ჩვევების,
სიმულაციური სწავლებისა და შეფასების ცენტრის ხელმძღვანელს

To Head of the Exam Centre of Avicenna – Batumi Medical University, LLC

სახელი, გვარი:

Name, Surname: _____

პირადი N / პასპორტის N / ლმს ID:

ID / Passport No/ LMS ID: _____

ელ. ფოსტა:

e-mail: _____

სასწავლო წელი:

Study Year: _____

სასწავლო კურსი:

Learning Course: _____

განცხადება

Statement

ხელმოწერა:

Signature: _____

თარიღი:

Date: _____

(დღე, თვე, წელი)

(Day, Month, Year)

დანართი №3

(მფ-13-004-01-16.01.2025)

**შპს ავიცენა – ბათუმის სამედიცინო უნივერსიტეტის კლინიკური უნარ-ჩვევების,
სიმულაციური სწავლებისა და შეფასების ცენტრის ხელმძღვანელს**

To Head of the Exam Centre of Avicenna – Batumi Medical University, LLC

სახელი, გვარი:
Name, Surname:

პირადი N / პასპორტის N / ლმს ID:
ID / Passport No/ LMS ID:

ელ. ფოსტა:
e-mail:

სასწავლო წელი:
Study Year:

სასწავლო კურსი:
Learning Course:

სააპელაციო განაცხადი

Appellation

- **გამოცდის შინაარსთან დაკავშირებით / Regarding the content of the exam**
- **სხვა /other**

გთხოვთ, მიუთითოთ გამოცდის რომელ ასპექტს (შინაარსი / შედეგები) აპელირებთ და მიუთითეთ მიზეზები. მიზანშეწონილია, რომ აპელაცია იყოს აღწერილი დეტალურად, აპელაციის საფუძვლის მითითებით. / Please specify which aspect of the exam (content or exam result) you are appealing and provide the reasons for your appeal. It is advised to make the appeal letter clear and detailed, referencing the grounds for your appellation.

დასაბუთება (გთხოვთ, წარმოადგინოთ მტკიცებულება, მიუთითეთ დასაბუთება სასწავლო კურსის ძირითად ან/და დამხმარე ლიტერატურით) / Justification (Please provide evidence in support of your appeal - listed in the core or/and auxiliary literature)

განმცხადებლის ხელმოწერა:
Signature of applicant: _____

თარიღი:
Date: _____

(დღე, თვე, წელი)
(Day, Month, Year)

დანართი №4

(მფ-13-005-01-16.01.2025)

სახელი, გვარი:

Name, Surname: _____

აკადემიური / მოწვეული პერსონალი:

Academic / Invited Personnel: _____

ელ. ფოსტა:

e-mail: _____

სასაწავლო კურსი:

Learning Course: _____

აპელაციის უკუკავშირი

Feedback on Appeal

- გამოცდის შინაარსთან დაკავშირებით / Regarding the content of the exam
- საგამოცდო პროცედურასთან დაკავშირებით / Regarding the exam procedure
- სხვა /other

გთხოვთ, მოკლედ აღწეროთ მიღებული გადაწყვეტილება და უკუკავშირი აპელაციაზე /
Please provide a brief description of the decision and feedback on the appeal

ხელმოწერა:

Signature: _____

თარიღი:

Date: _____

(დღე, თვე, წელი)

(Day, Month, Year)

დანართი №5

(მფ-13-006-01-16.01.2025)

შპს ავიცენა – ბათუმის სამედიცინო უნივერსიტეტის კლინიკური უნარ-ჩვევების,
სიმულაციური სწავლებისა და შეფასების ცენტრის ხელმძღვანელს

To Head of the Exam Centre of Avicenna – Batumi Medical University, LLC

სახელი, გვარი:

Name, Surname:

პირადი N / პასპორტის N / ლმს ID:

ID / Passport No/ LMS ID:

ელ. ფოსტა:

e-mail:

სასწავლო წელი:

Study Year:

სასწავლო კურსი:

Learning Course:

სააპელაციო განაცხადზე გადაწყვეტილების
თარიღი:

Date of decision on the appeal:

საჩივარი მიღებულ გადაწყვეტილებაზე

Appeal against the decision

- გამოცდის შინაარსთან დაკავშირებით / Regarding the content of the exam
- სხვა /other

გთხოვთ, დაასაბუთოთ /მიუთითოთ კლინიკური უნარ-ჩვევების, სიმულაციური სწავლებისა და შეფასების ცენტრის გადაწყვეტილების გაუქმების საფუძვლები / Please justify/indicate the grounds for revoking the decision of the exam center

ხელმოწერა:

Signature:

თარიღი:

Date:

(დღე, თვე, წელი)

(Day, Month, Year)

დანართი №6

(მფ-13-007-01-16.01.2025)

ქ. ბათუმი.

რრ/თთ/წწწწ

სააპელაციო კომისიის ოქმი

შპს „ავიციენა – ბათუმის სამედიცინო უნივერსიტეტი“-ს რექტორის N ბრძანებით შექმნილმა სააპელაციო კომისიამ, შემდეგი შემადგენლობით:

1. სახელი გვარი, თანამდებობა – კომისიის თავმჯდომარე
2. სახელი გვარი, თანამდებობა.
3. სახელი გვარი, სტუდენტური თვითმართელობის წარმომადგენელ

განიხილა საჩივარი მიღებულ გადაწყვეტილებაზე _____ და დაადგინა შემდეგი:

მიღებული გადაწყვეტილების აღწერა (ფაქტობრივი გარემოება / მტკიცებულებების შეფასება / აპელანტის პოზიციის შეფასება / სხვა პირების პოზიციის შეფასება (ასეთის არსებობის შემთხვევაში))

საქმისათვის არსებითი მნიშვნელობის მქონე ყველა გარემოების შეფასების შედეგად, სააპელაციო კომისიამ მიიღო შემდეგი შინაარსის გადაწყვეტილება:

- სტუდენტის სააპელაციო განაცხადის დაკმაყოფილებისა და გასაჩივრებულ კომპონენტში სტუდენტისთვის შეფასების მინიჭების შესახებ;
- სტუდენტის საპრეტენზიო განაცხადის დაკმაყოფილებისა და გასაჩივრებულ კომპონენტში განმეორებითი გამოცდის ჩატარების შესახებ;
- სტუდენტის საპრეტენზიო განაცხადის დაკმაყოფილებაზე უარის თქმის შესახებ.

მომხრე: _____

წინააღმდეგი: _____

კომისიის რეკომენდაციები (ასეთის არსებობის შემთხვევაში)

კომისიის გადაწყვეტილება საბოლოოა და არ საჩივრდება!

კომისიის წევრთა ხელმოწერები: