

I confirm,

Rector of the University of Traditional Medicine

The President of Scientific Council

N. Kh. Saribekyan

"04" "09" 2019 year

## EDUCATIONAL PRACTICAL TRAINING PROCEDURE REGULATIONS OF THE STUDENTS OF THE UNIVERSITY OF TRADITIONAL MEDICINE

### 1. General Provisions

- 1.1 This regulation defines the procedure of educational practical trainings of the students of the University of Traditional Medicine (hereinafter referred to as the UTM).
- 1.2 This Regulation and other internal regulatory documents are at the basis of the educational practical training procedure.
- 1.3 The provisions of this regulation refer to the students studying at the departments "General Medicine" and "Dentistry".
- 1.4 The main purpose of the educational practical trainings is to strengthen students' theoretical knowledge with practical experience.

### 2. The Organization and Management of the educational practical trainings

- 2.1 The University organizes educational practical trainings for the students.
- 2.2 The types, duration and the deadline of the educational practical trainings are mentioned in the curriculum.
- 2.3 The educational practical trainings are to be carried out in the form of duties or cycles.
- 2.4 The educational practical trainings are organized and carried out in the specialized clinics and polyclinics on the basis of the bilateral contract with the University.
- 2.5 The organization of the educational practical trainings in other clinics is implemented on the basis of the following documents:



- based on the student's application, the UTM applies to the relevant medical institution for the organization of the listed student's/students' educational practical training,
- an agreement or contract from the medical institution to provide the organization of the listed student's/students' educational practical training. In case of approval, at least 1 month before the training, the educational program is sent to the relevant medical institution.
- after the end of the training, the following documents should be given by the relevant medical institution:
  - reference verifying that the student/students have completed the practical training,
  - testimonial
  - completed diary on the practical skills of the students
  - based on the results of the training, the student will be marked by the training supervisor according to the Table N1.

2.6. The educational practical trainings are organized and supervised by the head of the educational department.

2.7. The specialized chair representatives participate in the process of organizing the educational practical trainings. The program of the educational practical trainings is managed and approved by the specialized chair representatives.

2.8. Practical training supervisors are appointed by the rector's order.

2.9. The head of the educational department should undertake the following steps:

- contact with the practical training-based clinics and taking into account the number of students should provide them with necessary information;
- distribute the practical training supervisors and students according to training-based clinics;
- formulate the students' guidance to training-based clinics (in groups or individually),
- monitor the practical training;
- compile test /attestation/ practical training summaries.

2.10. The supervisor of the practical training

- provides general management of the practical training and the distribution of the students to the relevant departments,
- supervises the procedure of the practical training and provides with methodological assistance;
- conducts a preliminary consultation with students and explains the purpose, the period, features and functions of the practical training required by the students;



- submits a report on the effectiveness, problems and suggestions of the practical training procedure.

### 3. Rights and responsibilities of the student

3.1 Before starting the practical training, the students are informed about the practical training's goals, objectives, deadlines, students' rights and responsibilities.

3.2. During the practical training the student should:

- undertake the required responsibilities in time which are provided by the practical training program and relevant training-based clinic requirements;
- comply with the internal disciplinary rules of the practical training;
- initiate solutions to the problems and put acquired knowledge and skills into practice;
- keep track of the training in the practice diary. Each record is mentioned on a relevant date, the order of records is confirmed by the signature of the supervisor,
- after completion of the practical training, the student should submit the diary to the educational department. The diary should be filled in and signed by the supervisor in accordance with the relevant order.

3.3 The student has the right to:

- get acquainted with the goals and objectives of the practical training in advance,
- get acquainted with the conditions and opportunities of the training-based clinics,
- make suggestions for the improvement of the practical training,
- in case of any questions concerning the practical training, apply to the training supervisor, dean of the faculty or the head of the educational department,
- select the training-based clinic, by the agreement of the Dean of the faculty, the head of the educational department and the supervisor appointed by the Rector,
- in case of any problems which are not being solved during the practical training, change the training-based clinic by the written consent of the Dean of the Faculty and the training supervisor.

3.4 Students who have work experience, are considered to have passed the practical training by the decision of the Dean and the relevant Chair.



#### 4. Summary of Practical Training Results:

- 4.1. Practical training assessment of the student is carried out in a way based on the skills acquired during the practical training.
- 4.2. The practical training participation, the diary and its content, the activity and self-determination of the student, as well as the reference given by the practical training supervisor are at the basis of practical training assessment.
- 4.3. After completing the practical training, the supervisor writes a reference about the student in the training diary.
- 4.4. In the University, the practical training results are summarized in the form of a test and written down in the record list according to the Table N1.

**The Assessment Rating Scale**

**Table 1**

Mark		Rating Point: 100
"excellent"	10	100
	9	95
"good"	8	85
	7	75
"satisfactory"	6	65
	5	51
"un satisfactory"	4	0

- 4.5. In case of failing the practical training, the student is not given the appropriate credit and it is considered as an academic debt. The student is given the opportunity to complete the practical training test until the beginning of the next academic year. For the undergraduate students, the practical training should be submitted and completed until the beginning of the summer exams. The practical training will be organized additionally at the University-based clinics on the paid basis (the fee for one credit is 24,000 AMD).
- 4.6. The reports of the practical training supervisor, as well as documentation regarding the procedure of practical training are kept in the educational department.