



NATIONAL EDUCATIONAL UNIVERSITY

The regulation of the educational process.



Chapter I. General Provisions

Article 1. General Provisions

1.1. “NEU - National Educational University” (hereinafter referred to as the “University”) conducts the educational process in accordance with the applicable legislation, these Rules and other legal acts applicable to the University;

1.2. This rule has been developed in accordance with the Law of Georgia “On Higher Education”, the Order of the Minister of Education and Science of Georgia No. 10/n dated February 4, 2010 “On Approval of the Rules for Transferring from a Higher Educational Institution to Another Higher Educational Institution and the Fees”, the Order of the Minister of Education and Science of Georgia No. 3 dated January 5, 2007 “On Approval of the Rules for Calculating Higher Educational Programs by Credits”, the Order of the Minister of Education and Science of Georgia No. 224/n dated December 29, 2011 “On Approval of the Rules for Submission and Consideration of Documents by Entrants/Master's Degree Candidates/Students Having the Right to Study in a Higher Educational Institution without Passing Unified National Exams/Common Master's Exams” and Based on the Order of the Minister of Education and Science of Georgia No. 98/n of October 1, 2010 on “The Rules for Confirmation of the Authenticity of Educational Documents Issued in Georgia and Recognition of Education Obtained Abroad”;

1.3. This rule determines the rules for obtaining, suspending, terminating, restoring student status, additional semester, mobility, determining the conformity of educational programs and recognizing education obtained during the study period, the rules for recognizing education obtained abroad and accepting and enrolling a foreign citizen or stateless person, the rules for ensuring further education of students in the event of changing or canceling an educational program, the essential terms and conditions of the service agreement, the academic requirements imposed on the student, the student evaluation system, information about the forms and methods of teaching and learning;

1.4. The language of instruction at the University is Georgian, while instruction in another language (implementation of a foreign language educational program), except for individual study courses, is carried out on educational programs agreed with and accredited by the Ministry of Education and Science of Georgia;

1.5. The educational process at the University is organized/managed by: the Rector, the Quality Management Service and educational units - schools.

Chapter II Rules for Obtaining, Suspension, Termination, Restoration, and Mobility of Student Status

Article 2. Obtaining Student Status at the Academic Level of Higher Education

2.1. Obtaining student status at the first (bachelor's) level of higher academic education is carried out on the basis of Unified National Exams and mobility or without passing Unified National Exams in accordance with the legislation of Georgia and this Rule;

- 2.2. The rules for obtaining student status at the university are established by the Law of Georgia "On Higher Education" and are carried out regardless of nationality, race, gender, social status, political views, and religious beliefs. Any kind of discrimination is not allowed;
- 2.3. The right to study in a bachelor's degree program is granted to a person who holds a state certificate confirming complete general education or an equivalent certificate, who, based on the ranking of the coefficients of points obtained in the Unified National Examinations, obtains the right to study in the relevant school/educational program at the university;
- 2.4. The right to study in a master's degree program is granted only to a master's degree candidate who has successfully passed the minimum competency threshold determined by the higher educational institution in the general master's exam and the exam/exams determined by the higher educational institution, as established by the legislation of Georgia;
- 2.5. A person with a Bachelor's, Master's and/or equivalent academic degree and subject competence in the relevant subject/subject group of the National Curriculum has the right to study in the teacher training educational program, which is confirmed by successfully passing the relevant subject exam organized by the National Center for Assessment and Examinations and by passing the exam determined by the higher educational institution;
- 2.6. The form of the exam and assessment criteria determined by the higher educational institution for the teacher training educational program are known in advance to applicants and are posted on the official website of the higher educational institution.
- 2.7. After the publication of the final results by the National Center for Assessment and Examinations, the person must apply to the university for registration within the established deadline;
- 2.8. The duration of the registration period is determined by the act of the university rector;
- 2.9. An applicant may be enrolled in the University only after submitting a document confirming complete general education recognized in accordance with the procedure established by law and a document confirming the presence of a person subject to military registration in accordance with the procedure established by law (in the case of boys);
- 2.10. On the basis of registration and submission of relevant documentation, the Rector of the University issues an order on the enrollment of applicants to the University and granting them student status and concludes an agreement with them;
- 2.11. The legal act of the Rector of the University is issued no later than October 1 and is sent to the relevant administrative body;
- 2.12. An applicant who does not apply to the University within the established deadlines for registration is entitled to apply to the University with a request for enrollment until June 1 of the following year after the issuance of the Rector's Unified Act. The Rector of the University is obliged to satisfy the request of the person and issue an individual administrative-legal act, so as to ensure the person's admission to the educational process and the achievement of learning results in accordance with the procedure established by the legislation. The Rector's act is

sent to the Ministry within 15 (fifteen) days from the date of issue. Enrolling a person in the University in this way excludes the possibility of using the state educational grant obtained;

2.13. Enrolling a person in the University without passing the Unified National Exams is permitted in accordance with the procedures established by the Ministry and in accordance with Chapter IV of this Rule;

2.14. Enrolling a person in the University at the Master's level is possible on the basis of passing internal university exams;

2.15. In order to pass the exam(s) determined by the University, the registration of Master's candidates is carried out at the University within the period established by the procedure established by the Rector's legal act;

2.16. Based on the results of the internal university exams, in case of a claim, the master's candidate shall submit a substantiated appeal to the dean of the relevant school of the university;

2.17. In case of satisfaction of the appeal, the rector of the university shall form an appeal commission;

2.18. After the publication of the final results of the internal exam/exams, a ranking document with coefficients of the master's exams shall be created. Only those master's candidates who have passed the general master's exam and have been approved by the higher educational institution for the purpose of enrollment in the relevant educational program of the master's educational program approved by the Government of Georgia will be included in the ranking document with coefficients of the master's exams.

Article 3. Suspension of Student Status

3.1. Suspension of student status is considered to be the right of the University and the student to be released from fulfilling obligations without terminating the student status;

3.2. A person whose student status is suspended is not considered within the total number of students of the University;

3.3. The grounds for suspension of student status are:

- a. Personal statement (without specifying the reason);
- b. Studying in a higher educational institution in a foreign country, except for studying within the framework of an exchange educational program;
- c. Pregnancy, childbirth, childcare;
- d. Deterioration of health status;
- e. Financial debt;
- f. Failure to maintain administrative or academic registration;
- g. Disciplinary misconduct;
- h. Lack of health and accident insurance by a foreign student.

3.4. During the period of suspension of the student status, the service agreement concluded between the student and the university is suspended;

3.5. During the period of suspension of the student status, the institution and the student are exempted from fulfilling their rights and obligations, except for those rights and obligations that arose before the suspension of the status;

3.6. In the event of suspension/termination of the status of a foreign citizen student, including in the case of suspension in accordance with subparagraph “h” of paragraph 3.3 of this article, the university is obliged to provide information in writing to the State Services Development Agency, a legal entity under public law operating under the jurisdiction of the Ministry of Justice of Georgia, within 10 (ten) working days from the issuance of the Rector’s order.

Article 4. Termination of the student status

4.1. Termination of student status may be related to the inability to achieve the learning outcomes envisaged by the university educational program or to the performance of actions incompatible with the student status;

4.2. In case of termination of student status, its re-acquisition is permitted in accordance with the procedure established by law;

4.3. Student status is terminated upon transfer to another higher educational institution through mobility and upon completion of the relevant educational program or in other cases provided for by the legal acts of the university;

4.4. The grounds for termination of student status are:

a. Completion of the educational program at a specific level of education;

b. Personal statement;

c. Transfer to another educational institution;

d. Insulting students, academic, guest, administrative and support staff, rude and unethical attitude towards them and violence;

e. Attempting to obtain a grade by threatening, physically or psychologically influencing the examiner, cheating, fraud or other inadmissible methods and actions;

f. Recognition of incapacity in accordance with the legislation of Georgia;

g. Death or recognition as deceased;

h. Expiration of 5 (five) years from the suspension of the student status, except for cases provided for by the legislation.

4.5. The rector's order shall be issued on the termination of the student status, which shall result in the termination of the contract for services concluded with the student. The aforementioned circumstance shall not exempt the parties from fulfilling the mutual obligations that arose and were not fulfilled before the termination of the contract.

Article 5. Restoration of Student Status

5.1. A suspended student is entitled to restore his/her student status upon his/her own application and/or in the event that the grounds for suspending the student status are eliminated;

5.2. Restoration of student status is permitted by exceeding the total number of students. In this case, the number of persons enrolled in excess of the total number of students will be deducted from the number of student places established by the University for the next academic year;

5.3. Upon restoration of student status, the compliance of the courses taken by the person with the current educational program will be established and the right to continue studies will be granted from the semester corresponding to the credits accumulated by him/her;

5.4. A suspended student writes an application to the Rector of the University, the application will be forwarded to the Dean of the School;

5.5. In the process of restoring the student status, the recognition of student credits is carried out in accordance with the rules for determining the conformity of educational programs and recognizing education received during the study period, as provided for in Articles 11 and 12 of this Rule. The determination is made by the University Quality Management Service, the head/heads of the educational program, the dean/deputy dean, and academic personnel with field qualifications;

5.6. When restoring the student status, a new service contract is formed with the tuition fee established for the period of status restoration.

Article 6. Additional semester

6.1. The student has the right to retake individual study courses within the time limits and within the framework of self-financing, in the amount of credits established as the semester work norm, or to apply to the rector for retaking the entire semester/semesters of study courses;

6.2. A student who has not obtained an appropriate academic degree within the time limits specified in the educational program is entitled to complete the bachelor's program during the following semester/semesters through self-financing;

6.3. The tuition fee for an additional semester student is determined in accordance with the amount of credits of the course to be studied or the semester fee.

Article 7. Individual Educational Program

7.1. After obtaining the status of a university student, a student may be offered an individual educational program in accordance with his/her interests and level of academic preparation, in the development of which he/she will personally participate;

7.2. The total number of credits provided for in the individual educational program in one academic year shall not exceed 75 credits.

Article 8. Mobility

8.1. According to the amendments made to the Order of the Minister of Education and Science of Georgia No. 10/n of February 4, 2010, "On Approval of the Rules and Fees for Transferring from a Higher Educational Institution to Another Higher Educational Institution" by Order No. 149/n of July 12, 2019, the LEPL - Education Management Information System was determined as the entity responsible for the administration of student mobility;

8.2. The student mobility process is carried out through the electronic mobility portal students.emis.ge, where the places registered for mobility by institutions according to educational programs are reflected and registration of persons wishing to participate in mobility is carried out. The procedure for creating an electronic mobility portal was approved by the order of the Head of the LEPL Management System No. 1.1/89 of July 17, 2019;

8.3. Student mobility is the free movement of students to participate in learning processes both in Georgia and abroad, in accordance with the procedure established by the legislation of Georgia;

8.4. Mobility can be carried out within the framework of one level of higher education;

8.5. Mobility from a professional higher education program to an academic educational program is not allowed;

8.6. A person who was enrolled in a higher education institution in accordance with the procedure established by the legislation and studied for at least 1 (one) year (two active semesters) has the right to mobility. This period does not include the time when the person had a suspended student status. A student with suspended status is entitled to exercise the right to mobility for 5 (five) years after the suspension of the status. The student is also entitled to mobility for 12 months after the termination of the status;

8.7. If the institution is liquidated without determining a successor, the institution has lost its authorization or the educational program is no longer implemented, the student shall be entitled to mobility regardless of the duration of the study period;

8.8. The right to mobility is granted to a person whose enrollment in an institution was carried out in accordance with the procedure established by law and who, at the time of registration on the electronic portal as a mobility applicant, is a student of the institution or a person whose student status has been suspended at the time of registration on the electronic portal, as well as a person who has successfully passed the Unified National Exams and who cannot apply for enrollment at the institution specified in the ranking document approved by the

Minister of Education and Science of Georgia, because the institution was liquidated without determining a successor, the institution lost its authorization or the educational program is no longer implemented;

8.9. Student mobility can be carried out 2 times during a calendar year, within the established period and in accordance with the rules established by the applicable legislation;

8.10. The process of transferring students from other educational institutions to various educational programs of the University, as well as transferring to various programs or schools within the University, is regulated by the current legislation and this Rule;

8.11. The recognition of student credits during the mobility process is carried out in accordance with the rules for determining the conformity of educational programs and recognizing education received during the study period, provided for in Articles 11 and 12 of this Rule. The determination is made by the University Quality Management Service, the head/heads of the educational program, the Dean/Deputy Dean, academic staff with field qualifications;

8.12. The persons specified in paragraph 8.11 of the same article shall review the courses (credits) studied by the student, compare them with the course and credits of the program, and establish a list of different courses to be taken by the student, on the basis of which they shall make a decision on the possibility of satisfying the student's application, which shall be submitted to the rector of the university;

8.13. A mobility applicant who does not apply to the university administration with a request for enrollment within the period established by the university loses the right to enroll in the educational program, except for cases provided for by law;

8.14. The right to mobility shall be acquired by students enrolled in educational programs without unified national exams in accordance with Chapter IV of this Rule. The enrollment of these persons is permitted in excess of the places registered for mobility. In this case, the number of persons enrolled in excess of the total number of students will be subtracted from the number of student places established by the institution for the following academic year.

Article 9. Internal Mobility

9.1. A student has the right to change the educational program through internal mobility during the period of study;

9.2. The internal mobility process is announced on the basis of the Rector's order;

9.3. After the expiration of the period established by the order, the student loses the right to use internal mobility;

9.4. The right to enroll in the program will be obtained by students corresponding to the number of vacant places, and in the case of a competition, attention will be paid to GPA;

9.5. The right to participate in internal mobility is granted to a student in accordance with the procedure established by the legislation of Georgia;

9.6. Internal mobility can be carried out within one level of higher education;

9.7. A student can transfer from one program to another within the university twice during the academic year in case of personal desire or program cancellation. For this, the student writes an application to the Dean of the School, indicating which program he wants to transfer to;

9.8. In the process of internal mobility, the recognition of student credits is carried out in accordance with the rules for determining the conformity of educational programs and recognizing education received during the study period, as provided for in Articles 11 and 12 of this Rule. The determination is made by the University Quality Management Service, the head/heads of the educational program, the Dean/Deputy Dean, academic personnel with field qualifications;

9.9. The persons specified in paragraph 9.8 of the same Article review the study courses (credits) studied by the student, compare them with the study course and credits of the program and establish a list of different study courses to be taken by the student, on the basis of which they make a decision on the possibility of satisfying the student's application, which they submit to the Rector of the University;

9.10. A rector's order shall be issued regarding the transfer of a student through internal mobility, and within 5 (five) days, the information shall be reflected in the higher education management information system;

9.11. The conditions of internal mobility are public and available to interested persons;

9.12. After the completion of the internal mobility procedure, a new agreement shall be concluded with the student.

Article 10. Issuance of acts related to mobility

10.1. The university, as a receiving higher education institution, shall submit to the LEPL - Education Management Information System a draft legal act (order) on student enrollment, a list of students wishing to be mobile at the university, and information about the specified semester, recognized credits, and fees;

10.2. LEPL - Education Management Information System shall verify the compliance of the student data reflected in the draft order with the legislative requirements, the data of the register of educational institutions, and the electronic portal, and shall issue a conclusion on the possibility of enrolling the students indicated in the draft through mobility;

10.3. After receiving a positive conclusion from the LEPL - Education Management Information System on the draft order on the enrollment of a student through mobility, the University Rector's order on the enrollment of a student through mobility is issued;

10.4. The following procedures are determined by the Rector's order:

- a. Receiving documentation;
- b. Recognition of credits of students wishing to transfer to the University;
- c. Familiarization with the recognized credits for students and confirmation by written application (consent/refusal);
- d. Preparation of a draft order on persons enrolled through mobility and electronic reflection in the Higher Education Management Information System.

10.5. Based on the submission, the University Rector issues a legal act/order on the enrollment of students through mobility, which is sent to the LEPL - Education Management Information System within two weeks;

10.6. The order of the Rector of the University on the enrollment of a student through mobility/internal mobility is issued by October 1 for the fall semester or by March 1 for the spring semester. The order is reflected in the register within 2 (two) working days from the date of issuance, and is sent to the LEPL - Education Management Information System within 3 (three) working days;

10.7. Based on the data from the register, the Rector of the University issues an order on the termination of the student status of a person enrolled in another institution, and an extract from the order is issued within 1 (one) week from the student's application, as well as the educational document on the basis of which he was enrolled in this institution, and other documentation in the student's personal file. The order on termination of the student status and the electronic version of the information related to it shall be submitted to the system in accordance with the form established by the individual administrative-legal act of the Director of the LEPL - Education Management Information System by October 7 for the fall semester or by March 7 for the spring semester;

10.8. Documentation to be submitted by a person wishing to participate in mobility:

- a. Application for mobility;
- b. Document confirming complete general education;
- c. Copy of identity card;
- d. Copy of the conscript's military registration certificate (or military ticket, if any, for boys);
- e. Copy of all legal acts determining the student's status;
- f. Student's study card;
- g. Copy of the document confirming the recognition of education received in a foreign country (if any).

Chapter III. Rules for determining the conformity of educational programs and recognizing education obtained during the period of study

Article 11. Determining the conformity of educational programs

11.1. The conformity of educational programs at the university is determined by the Quality Management Service, the head/heads of the educational program, the dean/deputy dean, and academic personnel with field qualifications;

11.2. Credits received within the educational program of the educational institution for which enrollment and training were carried out in accordance with the procedure established by law are subject to recognition;

11.3. Recognition of credits received within the educational program may be carried out on the basis of the student's personal file and/or a substantive study of the educational program (curriculum) and training courses (syllabuses) studied by the student;

11.4. During the recognition of the educational program (credits received), the credits of the courses taken by the student within the framework of another educational program are compared with the courses provided for by the university educational program;

11.5. As a result of the content study, it is possible to determine the correspondence of the courses taken by the student and those provided for by the university educational program:

a. Regardless of the difference in their names;

b. If the ECTS credits provided for by the educational program implemented by the receiving school for the same course are different, recognition is made taking into account the content compatibility of the courses within the framework of the receiving school program;

11.6. When recognizing the credits of the courses, the learning objectives and outcomes specified in the syllabi of the courses studied by the student, their correspondence with the National Qualifications Framework (subject-specific and general competencies), are taken into account;

11.7. The university is authorized to determine the compatibility of the knowledge and skills of the mobility applicant with the educational program based on an interview;

11.8. Courses studied by the student, which are not included in the relevant educational program of the university, may be recognized as elective or free credits if the university educational program includes an elective or free component;

11.9. Credits remaining without recognition, upon the student's request, shall be reflected in the diploma supplement;

11.10. If the name and number of credits of the course completed by the student coincide with the name and credits of the course of study of the student's desired program, then the course of study shall be recognized automatically;

11.11. As a result of determining the relevance of the educational program and recognizing credits, the number of credits that the student will be recognized for the purposes of the new educational program and according to which it is determined from which semester of the educational program the student will continue his studies is determined.

Article 12. Recognition of education obtained during the study period

12.1. The relevant persons shall determine the compatibility of the learning outcomes achieved by the person wishing to be mobile within the framework of another educational program with the offered educational programs and shall draw up a conclusion on the possibility of recognizing the relevant credits. Based on the number of recognized credits, the student shall be recommended to continue his studies from the relevant semester;

12.2. In the event that the person wishing to be mobile has submitted to the University an educational program that has not been completed in accordance with the ECTS/European Credit Transfer System, the relevant persons of the University shall be entitled to require the person wishing to be mobile to re-submit an educational program in accordance with the ECTS/European Credit Transfer System or to calculate the student's workload in credits in accordance with the procedure established by law and transfer it in accordance with the following rules:

a. If the educational program is completed in astronomical hours, the total number of individual study courses is multiplied by 3 and divided by the equivalent of one credit in hours, i.e. by 25. For example, if the subject load in astronomical hours is 60 hours, it is multiplied by 3 and divided by 25: $60 \times 3 / 25 = 7.2$, which corresponds to 7 credits when rounded;

b. If the grade received by the student in another higher education institution corresponds to the 5-point system, it should be converted to the 100-point grading system according to the following principle:

a. Grade 5 /Excellent/ shall be conditionally considered - (A) Excellent 91 - 100 grades;

b. Grade 4 /Very Good/ shall be conditionally considered - (B) Very Good – 81 - 90 points;

C. Grade 4 /good/ shall be considered conditionally - (C) good 71 - 80 grades;

D. Grade 3 /satisfactory / shall be considered (D) satisfactory 61 - 70 grades;

E. Grade 3 /sufficient / shall be considered conditionally (E) sufficient - 51- 60 points.

The grade is converted to “pass” according to the following principle: the total sum of the grades obtained in the exams with a 5-point grading system to the 100-point grading system (the accumulated number) is divided by the number of these training courses and the resulting number will be considered equivalent to the grade of the training course completed with “pass”; e.g. $81(4) + 91(5) + 71(4) + 71(4) + 91(5) + 81(4) = 486 / 6 = 81(B)$;

12.3. Compatibility/conformity of programs is formalized by a legal act of the Rector of the University issued on the basis of the conclusion on the recognition of credits submitted by the persons specified in Article 11, Paragraph

11.1. of the same Rule, which indicates the compliance of the educational program completed by the student with the receiving educational program, as well as the number of recognized/compatible credits, and, if necessary, information about the individual curriculum offered to the student;

12.4. The University, based on the conditions provided for by the legislation and the consent of the student wishing to be mobile, shall develop a draft legal act on the enrollment of students through mobility, and the student shall be enrolled in accordance with the rules established by the legislation;

12.5. At the request of a student enrolled in the University in accordance with the rules established by the legislation, the University shall determine the compatibility of the results achieved by the person during his/her studies at a higher educational institution licensed or authorized in Georgia with the educational program offered by him/her, and upon the application of the Center, shall develop a conclusion on the recognition of the relevant credits;

12.6. Upon the application of the Center, within 10 (ten) days, the University shall determine the compatibility of the results achieved by the person during his/her studies abroad with the educational program offered by him/her, and shall develop a conclusion on the recognition of the relevant credits.

Chapter IV. Recognition of Education Obtained Abroad and the Procedure for Admission and Enrollment of a Foreign Citizen or Stateless Person

Article 13. Recognition of Education Obtained Abroad

13.1. Qualifications obtained at a foreign higher educational institution or education obtained during studies at a foreign higher educational institution shall be recognized by the LEPL - National Center for Education Quality Development in accordance with international treaties of Georgia and the procedure established by the Minister of Education, Science and Youth of Georgia;

13.2. Qualifications obtained at a foreign higher educational institution or education obtained during studies at a foreign higher educational institution shall be recognized if their conformity with the corresponding qualification awarded by Georgian higher educational institutions is established. Conformity may be established, taking into account the results of study and the qualification awarded, regardless of the difference in the period of study;

13.3. The decision on the enrollment of an applicant or student with a foreign educational document in a higher educational institution of Georgia is made by the university based on the order of the Ministry of Education, Science and Youth of Georgia (on granting applicants/students/master's candidates the right to study in a higher educational institution without passing the Unified National Exams/Common Master's Exams), in accordance with the procedure established by the legislation of Georgia;

13.4. For citizens of Georgia who have received complete general education or its equivalent in a foreign country and have studied the last 2 (two) years of complete general education in a foreign country;

13.5. For citizens of a foreign country (except for students participating in a joint higher education program and students participating in an exchange educational program) who are/were studying and have received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of that country;

13.6. For citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange educational program) who, during their studies at a higher education institution of a foreign country, lived in a foreign country for at least 75 days during one semester, are/were studying and have received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of that country.

Article 14. Prerequisites for admission of applicants/students with the right to study without passing unified national exams

14.1. In case of a vacancy, the applicant/student shall undergo an interview in the language of instruction provided for in the relevant educational program;

14.2. An applicant/student who presents an international certificate confirming language proficiency and/or a document confirming basic/complete general or equivalent education abroad/in Georgia/a document confirming the relevant qualification of higher education shall be exempted from the language/language exam.

Article 15. Actions to be taken to obtain the right to study at a university without passing the Unified National Exams

15.1. Applicants/students wishing to study at a university without passing the Unified National Exams must meet the requirements established by law. An applicant/student wishing to obtain the right to study without passing the Unified National Exams must apply to the Rector of the University with a request for written consent on the possibility of accepting the person. The written consent of the Rector of the University on the possibility of accepting the person - indicating the name, surname and educational program, after receiving a positive assessment of the interview conducted to assess language proficiency, is issued for a vacant position within the total number of students;

15.2. List of documents to be submitted by an applicant/student with the right to study without passing the Unified National Exams:

- a. Application to the Rector (with reference to the educational program);
- b. Copy of the document confirming citizenship;

- c. Copy of the document confirming complete general or equivalent education received in a foreign country, with a transcript of records, if any (certified by an apostille);
 - d. Copy of the document confirming grades and credits received in a higher educational institution of a foreign country with a transcript of records (certified by an apostille) for persons who study/studied and have received credits in a higher educational institution recognized in a foreign country in accordance with the legislation of that country;
 - e. A copy of the residence permit must be attached to the application of a stateless person instead of a document confirming citizenship;
 - f. 4 (four) photographs 3X4 (electronic version);
 - g. Copy of passport (translated and notarized);
- 16.3. Documents drawn up in a foreign language must be translated into Georgian and certified by a notary.

Article 16. Obtaining the right to study without passing the Unified National Exams

- 16.1. On the basis of the individual administrative-legal act of the relevant person of the LEPL National Center for Education Quality Development on granting the right to study at the university, an individual administrative-legal act (order) of the rector shall be issued on the enrollment of applicants/students with the right to study without passing the Unified National Exams, on the basis of which a service agreement shall be concluded between the parties;
- 16.2. After issuing the rector's order on enrollment of students without passing the Unified National Exams, the person responsible for maintaining the university register shall ensure that information is reflected in the register of educational institutions, taking into account the personal files of students;
- 16.3. The procedures related to the enrollment of applicants/students who have the right to study without passing the Unified National Exams are provided by the person responsible for foreign student services at the university.

Chapter V. In the event of changing or canceling an educational program

Rules for providing further education

Article 17. Provision of further education in the event of changing or canceling an educational program

- 17.1. In order to improve the quality of learning and teaching, improve the program, and ensure mobility from one educational program to another within one level of higher education, the university may change or cancel an educational program, and the student may decide to change the educational program. In the event of changing or canceling an educational program, it is important for the university to provide students of the relevant program with further education;

17.2. The right of a student to change an educational program within the university shall be ensured by the relevant school of the university in accordance with the compliance of the educational programs established by this Rule and the conditions for recognizing the education received during the study period;

17.3. An educational program may be canceled:

- a. In the event that no student is enrolled in the relevant educational program;
- b. The educational program no longer complies with the requirements of the legislation;
- c. In other cases provided for by the legislation.

17.4. The decision on the cancellation of an educational program is made by the Senate upon the proposal of the University School Council. The Rector issues an order on the cancellation of the program;

17.5. Before making a decision on the cancellation of an educational program implemented at the University, in order to protect the interests of students and ensure further education, the Quality Management Service is obliged to study the compatibility of the educational program to be canceled, the possibility of merging it with an adjacent/related educational program or replacing it with a new educational program, and submit a relevant conclusion to the Senate;

17.6. In case of cancellation of an educational program, in order to provide further education to students of the relevant program, the University shall act in accordance with the current legislation of Georgia and shall be obliged to:

- a. Offer the student educational programs corresponding to ECTS (European Credit Transfer and Accumulation System) credits;
- b. Offer the student mobile and flexible educational programs, which will present such training courses/modules that will be relevant in case of transfer to another program;
- c. Provide students with information about authorized higher education institutions in Georgia and relevant educational programs implemented by them;
- d. Introduce the student to the mobility rules, terms and conditions provided for by the current legislation.

17.7. In the event of cancellation of an educational program, the University shall act in accordance with the current legislation of Georgia in order to provide students with further education of the relevant program and shall be authorized to:

- a. ensure that students are informed about existing higher educational institutions and similar educational programs offered by them;
- b. upon the student's request, directly conduct negotiations with those higher educational institutions authorized in Georgia that implement an educational program similar to the educational program canceled by the University;

17.8. In the event of a change or cancellation of an educational program, the student may continue his/her studies in the changed educational program or in an educational program compatible with the canceled educational program with the recognition of credits received within the changed or canceled educational program.

Chapter VI. Educational Process

Article 18. Academic Year

18.1. The academic year consists of 38 (thirty-eight) weeks;

18.2. The academic year at the University is divided into two semesters: autumn and spring. The duration of each semester is 19 (nineteen) weeks;

18.3. Weeks in a semester are distributed in accordance with the educational program;

18.4. The University is closed on holidays established by the Labor Code of Georgia.

Article 19. Undergraduate Programs

19.1. The University implements the following undergraduate educational programs:

a. 240-credit undergraduate educational program in Business Administration;

b. English-language undergraduate educational program in Business Administration;

c. 180-credit Bachelor's degree program in Business Administration (in the process of accreditation);

D. Bachelor's degree program in Psychology;

E. Bachelor's degree program in Law.

19.2. The rules and conditions for developing a bachelor's degree program are determined by the relevant methodology of the University.

Article 20. Master's degree programs

20.1. The University implements the following master's degree programs:

A. Master's degree program in Business Administration (in the process of accreditation);

Article 21. Educational programs

21.1. The University implements the following 60 (sixty)-credit educational programs:

- A. □Primary level (Georgian language and literature, mathematics, natural science - grades I-IV) teacher training program;
- B. Primary level (grades I-VI) mathematics teacher training program;
- C. Georgian as a second/foreign language teacher training program (primary - basic - secondary levels);
- D. Georgian language training program for ethnic minorities.

Chapter VII. Assessment System

Article 22. Student's Academic Activity (Student Workload)

22.1. The University operates a European system of transfer and credit accumulation, which is based on the experience of European universities;

22.2. A credit reflects the amount of work required to complete a particular component of the educational program and achieve learning outcomes. Credit can be obtained only if the student achieves the learning outcomes planned by the syllabus of the course;

22.3. Student's activity (student workload) includes:

- a. Lecture attendance, work in a working group/seminars, practical and other studies;
- b. Independent studies;
- c. Educational, industrial practice;
- d. Preparation for and passing exams;
- e. Independent work;
- f. Work on a bachelor's thesis;
- g. Bachelor's thesis defense.

22.4. Distribution of credits

22.4.1. Credits are distributed among each component of the educational program and include the contact and independent hours required to achieve the learning outcomes of a specific component. Credits cannot be calculated solely on the basis of contact hours;

22.4.2. The educational component is one semester long;

22.4.3. One credit (ECTS) is equal to 25 hours of student work (student workload) and includes both contact and independent hours;

22.4.4. The distribution of credits among different educational components is based on a realistic assessment of the workload of a student with average academic achievement, which is required to achieve the learning outcomes established for each component;

22.4.5. When calculating the credit, the time specified for the additional exam (preparation, passing, assessment), as well as the consultation time with the person implementing the educational program component, should not be taken into account;

22.4.6. An educational component with the same content, scope and learning outcomes includes an equal number of credits for students of all programs;

22.5. Academic week/semester/year

22.5.1. An academic week is a period of time over which the academic workload of a student with average academic achievement is distributed and includes a set of both contact and independently performed activities;

22.5.2. A semester is a period of time that includes a set of academic weeks, the period of conducting additional exams/exams and assessing students' achievements on additional exams/exams, respectively, a semester includes 19 (nineteen) weeks;

22.5.3. An academic year is a set of semesters and a break period between them, which does not exceed 1 (one) continuous calendar year;

22.5.4. One academic year includes 60 (ECTS) credits;

22.5.5. Taking into account the characteristics of the higher education program and/or the student's individual study program, it is permissible for a student's annual study load to exceed 60 credits or be less than 60 credits. It is not permissible for a student's annual study load to exceed 75 (ECTS) credits;

22.5.6. The load of a restored or mobile student during one academic year may include 75 credits.

Article 23. Student Assessment

23.1. It is not permissible to assess the results of the student's studies once - only on the basis of the final exam. The assessment of the student's work takes into account, in a certain ratio:

- Intermediate assessments (interim exam and current semester assessment);
- Final exam/project assessment;
- The maximum assessment of the course is equal to 100 points;
- The final exam should not be assessed with more than 40 points;
- The assessment system allows:

a. Five types of positive assessments:

a.a) (A) Excellent - 91 - 100 points;

a.b) (B) Very good - 81 - 90 points;

a.c) (C) Good - 71 - 80 points;

a.d) (D) Satisfactory - 61 - 70 points;

A.E) (E) Sufficient - 51- 60 points.

B. Two types of negative assessments:

B.A) (FX) Failed - 41- 50 points, which means that the student needs more work to pass and is given the right to take an additional exam with independent work once in the current semester;

B.B) (F) Failed - 40 points and less, which means that the work done by the student is not enough and he has to study the subject again;

23.2. The intermediate assessment is divided into components: - Practical activity (work in a working group/seminar/practical study, preparation of an abstract - presentation, etc.) Each of the intermediate exams has its own percentage share in the assessment system;

23.3. From the 100-point system, 60 points are allocated to mid-term components, and 40 points are allocated to the final exam. The 60 points determined for mid-term components are distributed according to the intermediate assessments;

23.4. Based on the specifics of a particular course of study, the course provider determines the content, proportion, and assessment criteria of the components included in the intermediate assessment element in the course syllabus. The course provider is not limited to having different assessment components in the syllabus and their proportion based on the specifics of the course of study.

Article 24. Assessment criteria

24.1. Criteria:

“A” if the student has demonstrated comprehensive, deep knowledge of the learning material and has properly completed all the tasks provided for in the course, has mastered the main and auxiliary literature, has independently searched for important information sources to deepen his knowledge;

“B” if the student has demonstrated deep knowledge of the learning material and has properly completed the main part of the tasks provided for in the course, and has also mastered the main and auxiliary literature.

“C” if the student has demonstrated complete knowledge of the learning material and has successfully completed the tasks provided for in the course, and has also mastered the main literature provided for in the course;

“D” if the student has demonstrated knowledge of the learning material to the extent that is sufficient for further study; has mastered the fulfillment of a significant part of the tasks provided for in the course. He is familiar with

the mandatory and auxiliary literature provided for in the course, and is able to independently supplement and update this knowledge. Demonstrated theoretical knowledge, understanding and application of the studied material, skills of independent work;

“E” if the student demonstrated incomplete knowledge of the study material, has difficulty completing the tasks provided for in the course, is not fully familiar with the basic literature provided for in the course, has difficulty working independently, has demonstrated an average level of development of creative thinking;

“FX” if the student, despite his efforts, failed to meet the mandatory requirements for mastering the course, failed to demonstrate knowledge of the educational and program material, made fundamental errors when completing the tasks provided for in the course, has a vague idea of the recommended literature, but as a result of intensive study, he will be able to receive a positive assessment in the short term;

“F” if the student has a very vague idea of the content of the course, is not familiar with the material and basic literature provided by the course, is not able to master the discipline through independent work and needs to study the course again.

Article 25. Academic requirements for student assessment

25.1. A student may only take courses/components taking into account the prerequisites of the course/components;

25.2. In order to be awarded a credit, a student is obliged to pass the minimum competency threshold established in each form/component of assessment according to the course syllabus;

25.3. The final exam is held at the end of the semester, within the deadlines specified in the academic calendar of the educational process;

25.4. A student is entitled to take the final exam if he/she has passed the minimum competency threshold established in each form/component of the intermediate assessment;

25.5. In case of receiving a final grade of "F" for the course, the student is obliged to re-study the course by paying an additional fee. Only if he/she receives a positive grade in the aforementioned courses, he/she may take the courses linked to it, taking into account the prerequisites. A student with an "F" grade is not limited in the number of times he/she can retake the same subject;

25.6. In case of retaking a course, the student's final result in the current course will be considered his/her grade;

25.7. In case of FX grade and/or failure to appear for the final exam, as well as in order to improve the grade received, the student is given the right to retake the exam once in an additional exam in the same semester, no later than 5 days after the final exam - without paying an additional fee;

25.8. The grade received in the additional exam is the final grade and is reflected in the final grade of the educational program component;

25.9. In case of receiving 0 - 50 points in the final grade of the educational component, taking into account the grade received in the additional exam, the student is given an F - score;

25.10. In the event of termination of student status for a student as a disciplinary measure, cancellation of registration for a course(s) due to financial debt, suspension of student status, or other cases of cancellation of registration for a course(s) of study, the student shall not be exempted from paying the tuition fee specified in the semester agreement in accordance with semester registration;

25.11. The tuition fee established at the time of the student's enrollment shall not change during the standard period of study, except for a significant depreciation of the national currency (GEL) against the US dollar. A significant depreciation of the national currency shall be considered a devaluation of the GEL against the US dollar by at least 5%. The specified period shall include the time during which the person's student status was suspended and shall be counted from the moment the student was enrolled at the University and was granted student status.

Article 26. The procedure for calculating the average grade point average (so-called GPA) of university graduates

. In order to calculate the average grade point average of university graduates, the correspondence of the grades received by the student to the GPA is initially determined according to the principle presented below:

assessment	score	GPA
A	91 - 100	4.0
B	81 - 90	3.0
C	71 - 80	2.0
D	61 - 70	1.0
E	51 - 60	0.5
F - FX	0 - 50	0

26.2. The average grade point average (GPA) of a university graduate is calculated using the university's student database;

26.3. A diploma with honors is issued if the average grade point average (so-called GPA) of the student's diploma is at least 3.5.

Article 27. Service Agreement and Tuition Fees

27.1. In accordance with the level of academic higher education and educational programs, the university's tuition fees are set by the university's rector by a relevant order;

27.2. Tuition fees are paid semesterly, within the deadlines established for administrative registration. At the student's request, an individual tuition fee payment schedule may be established. The specified case is considered by the university's structural unit - the Financial and Material Resources Service;

27.3. Students with partial funding from a state grant must cover the difference between state funding and the actual tuition fee within the deadlines set for administrative registration in accordance with the semester;

27.4. The agreement concluded between the university and the student provides for detailed issues: terms of study, rights and obligations, tuition fees and payment rules, term of validity of the agreement and conditions for termination, procedure for resolving disputed issues, etc.

Chapter VIII. Forms and methods of teaching and learning

Article 28. Forms and methods of teaching and learning

28.1. The following forms of learning - teaching are used in the educational process: lecture/interactive lecture; work in a working group, /practical/laboratory studies; independent work of students; practice;

28.2. Taking into account the specifics of a specific course, the lecturer implementing the course can use the following teaching methods: verbal, or oral method; book-based method; written method; demonstration method; practical methods; discussion/debate; group (collaborative) work; problem-based learning (PBL); heuristic method; case study; brainstorming; Socratic method; role-playing and situational games; case discussion; electronic learning (E - learning); audio-visual method, etc.

Chapter IX. Transparency of the choice provided for by the educational program

Article 29. Transparency of the choice provided for by the educational program

29.1. The University ensures the transparency of the choice provided for by the educational programs. The educational program includes elective courses, the student is given the opportunity to choose the courses provided for by the educational program of the University. Electronic versions of the educational programs are posted on the official website of the University;

29.2. In the educational programs, compulsory, elective and free courses are distinguished according to the semester. The programs provide the necessary minimum to be completed by the student, which includes the main courses of the educational program and also elective/free courses. Students are informed about the distribution of

credits before the start of the semester, they have the opportunity to participate in creating their own individual profile.

29.3. In order to ensure transparency of choice, the Dean of the relevant School, the Head of the Educational Program/Heads, if necessary, shall ensure that students are informed about the elective courses provided for in the educational program at the beginning of the semester. The student may familiarize himself with the elective/mandatory courses provided for in the educational program and make a choice/register for the appropriate program during the registration period.

29.4. In order to ensure transparency of choice, students undergo semester registration in electronic form before the start of each semester at the University, during which the student registers for both mandatory and elective/free courses.

Chapter X. Completion of the Educational Program and Awarding of Qualifications to Graduates

Article 30. Completion of the Educational Program and Awarding of Qualifications

30.1. The main educational unit of the university, the school, is the main educational, scientific and administrative unit of the university, which ensures the training of students in one or more specialties and the granting of appropriate qualifications to them;

30.2. The educational program is considered completed if the student has fulfilled all the requirements stipulated by the educational program, obtained the number of credits required for the program and achieved the results planned by the educational program;

30.3. After the end of the final semester of the educational program, the school council shall study the personal files of the students of the final semester of the educational program, the issue of fulfilling the requirements of the educational program and obtaining the mandatory credits established for the educational program, on the basis of which it shall make a decision on granting or refusing to grant the qualifications stipulated by the educational programs;

30.4. If a student has not fulfilled all the requirements of the educational program or has not received the mandatory number of credits established by the educational program, then the School Council makes a decision to refuse to award the qualification;

30.5. If a student, having fulfilled all the requirements of the educational program, has received the mandatory number of credits established by the educational program, then the educational program is considered completed and the School Council makes a decision to award the qualification provided for by the educational program and issue a “with honors”/“ordinary” diploma;

30.6. Upon completion of the Bachelor's program, the graduate will be awarded the academic degree of Bachelor. The title of the qualification to be awarded after completing the Bachelor's program must include the term "Bachelor" with an indication of the relevant direction and/or field/specialty. After the award of the academic degree, a diploma confirming the above shall be issued;

30.7. Upon completion of the Master's program, the graduate shall be awarded the academic degree of Master. The title of the qualification to be awarded upon completion of the Master's program shall include the term "Master" with an indication of the relevant direction and/or field/specialty. After the award of the academic degree, a diploma confirming the above shall be issued;

30.8. An integral part of the diploma is the diploma supplement, which reflects all components of the educational program with an indication of the relevant names, number of credits and grades received;

30.9. Upon completion of the 60 (sixty) credit educational program, the graduate shall be awarded a certificate;

30.10. Upon completion of the 60 (sixty) credit educational program, the student defends the practice diary before the relevant commission;

30.11. An integral part of the certificate is the appendix, which reflects all components of the educational program with the corresponding names, number of credits and grades received. Article 31. School Council Meeting Minutes

31.1. The meeting minutes shall reflect the decision made:

a. on granting a qualification (indicating the name of the educational program, the names and surnames of the program graduates and the qualification and diploma degree awarded to them ("with honors"/"ordinary"));

b. on refusing to grant a qualification (indicating the name of the educational program, the names and surnames of the program students and the grounds for refusing to grant a qualification);

31.2. In the event of granting a qualification provided for by the educational program, the status of a student of the program graduate will be terminated as a result of completing his studies in the educational program.

31.3. The qualification is confirmed by a diploma signed by the rector and the dean of the school and certified by the seal of the university, with standard appendices.

Article 32. Final provisions

32.1. This provision is approved by the University Senate;

32.2. This provision of the University shall enter into force upon signing;

32.3. The adoption, cancellation, amendment and addition of the provision shall be carried out by the Senate;

32.4. This provision shall cease to be valid in the event of the approval of a new provision.