



Excerpt from the Academic Process

Regulatory Provision

Edition dated July 04, 2018

## 2. Academic programs for higher education

2.3. Educational program volume - Bachelor degree academic programs: at least 240 ECTS;

2.4. Academic process duration, Bachelor programs: 8 semesters;

## 3. ECTS. Student workload

- 1 credit = 25 academic hours. 1 academic hour = 1 academic hour. One academic hour includes 50 minutes of audience time + 10 minutes of break;

- An academic year includes 2 semesters that consist of 38 weeks in total. One semester includes 19 weeks.

- The student average workload is 60 ECTS during an academic year;

- The student semester workload includes 30 credits on average;

- Taking the academic program individual peculiarities in terms of the student individual educational program into consideration, the annual workload of a student may be less or more than 60 credits but it must not exceed 75 credits;

## 4. Evaluation of the student achievements

4.4. The system of evaluation of the student achievements

| Student knowledge evaluation system   |               |    |                |
|---|---------------|----|----------------|
| Five types of positive evaluation   |               |    |                |
| 1   | 91-100 points | A  | Excellent      |
| 2   | 81-90 points  | B  | Very good      |
| 3   | 71-80 points  | C  | Good           |
| 4   | 61-70 points  | D  | Satisfactory   |
| 5   | 51-60 points  | E  | Sufficient     |
| Two types of negative evaluation  |               |    |                |
| 1   | 41-50 points  | FX | Unable to pass |
| 2   | ≤40 points    | F  | Failed         |
| <p>FX</p> <p>X</p> <p>P</p> <p>o</p> <p>F</p> <p>n</p>  |               |    |                |
| <p>Evaluation forms and components</p> <p>Midterm evaluation, including: 70 points</p> <p>P</p> <p>e</p> <p>M</p> <p>r</p> <p>i</p> <p>d</p> <p>Individual assignment/presentation/project 10 points</p> <p>e</p> <p>r</p> <p>f</p> <p>m</p> <p>a</p> <p>e</p> <p>x</p> <p>a</p> <p>m</p> |               |    |                |

4.4.2. In case of getting FX in the educational program component, the higher educational institution is obliged to schedule

an extra exam within at least 5 days after the final exam results are announced (here the results announcement implies providing the students with information regarding the university-conducted exams' results (in case of oral quizzes as a rule) or/and reflection the results on the electronic system of the academic process management (in case of written quizzes, as a rule). The obligation does not refer to the Master thesis or other scientific project/work;

4.4.3. The points got in the extra exam are not added to the sum of the final exam results;

4.4.4. The evaluation got on the final exam represents the final evaluation and is reflected on the educational program component final evaluation.

4.4.5. Taking the extra examination evaluation into account, in case of getting 0-50 points in the educational component final examination the student officially sees the F-0 point as his/her formal evaluation;

The minimum competence threshold (margin) is defined in each evaluation form. The part of the minimum competence margin of the final exam should not exceed 60% of the final evaluation.

In case of student does not appear at the midterm/final/extra exam, public defense/extra public defense the following rules take effect:

- Midterm exam-Only in case of a documented good excuse the student is entitled to take the midterm exam within the specially set timeframe (no later than the 17<sup>th</sup> week of the semester). In case of refusing to schedule the exam in a different term or being absent at exam within the established timeframe, his/her point shall be 0 despite the reason for being absence;

Final exam/public defense -0 point is officially formed and the student having accumulated at least Fx evaluation relevant 50-41 points is enabled to take an extra exam/public defense once, in accordance with the established rule. \ The F evaluation is fixed in the academic course/program component if a student accumulates less than 41 points as a result of summing up the midterm evaluation and final exam/final defense 0 points;

- Extra exam/public defense- 0 point is fixed as well as F evaluation in the academic course/program component;

4.6. In case of being late for midterm/final/extra exam and being late for the public defense/extra public defense or leaving the midterm/final/extra exam/public defense the student is deprived of the right to enter the exam/public defense or complete the exam/final defense. The following rule takes effect in this case:

- Midterm exam- 1) In case of leaving the exam because of the worsened health condition the student will be able to take the midterm exam in the identified timeframe (no later than the 17<sup>th</sup> week of the semester);  
2) In case of leaving the midterm exam for no good excuse or being late for no good excuse 0 point is fixed;
- Final exam/public defense -0 points are fixed. The student is not allowed to take the extra exam/public defense;
- Extra exam/public defense- 0 points and F evaluation are fixed.

4.7. In case of the student breaking the order or University regulation-envisaged conduct rules at the midterm/final/extra exam and public defense/extra public defense:

- The student shall not be entitled to complete the exam/public defense;
- Disciplinary proceedings shall be launched and the sanction envisaged by the applicable Student Conduct Code shall be applied against the student;
- In case of midterm exam-0 points are fixed; in case of the final exam / public defense 0 points are fixed and the student is allowed to take the extra exam/public defense according to the established rule, if by summing up the individual evaluations and final exam/public defense 0 points he/she sees 50-41 points that mean Fx evaluation, F evaluation is fixed in the educational course/program component, if less than 41 points are observed after summing up the midterm evaluations and final exam/public defense 0 points;
- 0 points and F evaluation are fixed in case of an extra exam/public defense;
- If the launched disciplinary act envisages termination of the student status the student is not allowed to take the

extra exam/public defense and F evaluation is fixed in the educational course/program component;

4.8. In case of deliberate damage of the examination sheet including making some inscriptions or/and graphic figures on it that are not related with the homework the exam work shall not be evaluated and following rules are followed:

- In case of midterm exam – 0 points are fixed;
- In case of the final exam – 0 points are fixed and the student is entitled to take the final exam/public defense if by summing up the midterm evaluations and final exam/public defense 0 points he/she observes at least 50-41 points corresponding to the Fx evaluation.
- F evaluation is fixed in the academic course if less than 41 points are observed as a result of summing up the midterm evaluations and final examination 0 points;
- In case of an extra exam – no repeated extra exam shall be scheduled. 0 points and F evaluation are fixed.

4.9. In case of getting the F evaluation the student should study the academic course from scratch. He/she should also pass the practice again and write the Bachelor thesis, Master thesis or/and different works from scratch;

4.10. In case of getting one of the positive evaluations ( $\geq 51$  points) envisaged in the law the academic course/program component learning objectives (that are pointed out in the syllabus) are considered to be achieved and the academic course credit – as earned.

4.11. Protesting the midterm or final exam evaluation

4.11.1. If the student does not agree with the evaluation he/she got on the exam he/she is allowed to address the dean in protest in a written manner within two business days since the evaluation results are announced. The protest may be introduced to the Chancellery in written or may be sent to the Teaching University e-mail: [info@sabauni.edu.ge](mailto:info@sabauni.edu.ge) (the protest form standard needs to be necessarily followed).

4.11.2. In order to see his/her work the student should apply to the Academic Process Management Department within no later than 2 business days after the examination results are announced. The student is entitled to read the work starting with 12:00 PM of the application day till the end of the following business day;

4.11.3. The student shall be allowed to read the work in original without any delay;

4.11.4. The protest form should contain information on which part of the result is protested by the student. The protest should be confirmed with relevant proofs. General protest is not considered at all. The resolution on leaving the protest unexamined is final and is not subject to further appealing;

4.11.5. Within no later than a week the protest is examined by the faculty dean together with those implementing the respective academic course. If there is a mistake in terms of summing up individual components of the exam work no faculty representatives are invited. If the student's complaint is considered to be unilaterally fair the evaluation shall be corrected. All respective records are made by the dean signing the work.

4.11.6. The oral quiz results are protested in accordance with the aforementioned rules and terms.

4.12. Examination/public defense. Student conduct rules

4.12.1. The exams/public defenses are held on the relevant week for exams/public defenses, from Monday including Saturday;

4.12.2. The students entitled to take exams/public defense should have ID card or other identification documents.

4.12.3. Midterm, final, extra exams:

4.12.3.1. The exam should be conducted only in accordance with the defined rules and requirements by application of the syllabus-defined evaluation methods and criteria. The final exams are scheduled before the examination period begins. Dates and time are noted (dates of the extra exams are defined by taking the following condition into account: the interval between the final exams results declaration and respective extra exams should be at least 5 days, except the Master thesis or/and different work/project). The lecturer, implementing the academic course defines the mode of the exam conduction (it is defined in the syllabus) –in written, oral or mixed manner, whether the use of learning materials is prohibited or certain references allowed, etc. Before the relevant examination period begins, the person implementing the academic course

presents the list of exam topics/tests or questionnaires that are allowed to the group/groups taking the student number into consideration. Proper content and technical form of the examination topics/tests are the responsibility of the person who implements the academic course. The topics are checked by the respective faculty Dean and handed over to the Academic Process Management Department for further photocopying. Only preliminarily identified and established examination topics/tests are allowed at the exam.

4.12.3.2. The students' works are evaluated after the exam ends. The results are recorded on the electronic database and examination sheet. The evaluations need to be available for the students. They are entitled to appeal the examination result in accordance with the rule and term provided hereby;

4.12.3.3. Only personal use and hygiene items (water, medicines, napkins, pen, etc.) are allowed at the exam as well as the allowed questionnaires/learning or other materials predefined by the lecturer (known for the students in advance) that should be put on the surface of a table;

4.12.3.4. It is prohibited:

- To be late for the exam;
- To try to bring or use prohibited items (learning material/textbook, mobile phone, notebook, headphones and different devices, any kind of recordings) at the exam;
- To enter the room while wearing a coat, hat or veil;
- To leave the launched exam without permission (allowed only accompanied person);
- To deliberately damage the examination sheet (including making any inscriptions or graphic image that have nothing in common with the exam assignment);
- To commit the action that is assessed as order violation (speaking, walking in the room, assisting in any form, enjoying assistance, preventing the others, etc.) despite the warning by the observer;
- To try to cancel the examination, break order or violate the conduct rules that are applicable in the Teaching University;

4.12.3.5. In case of trying to bring/use the prohibited items at the examination the student is obliged to leave the items in a separated location voluntarily or according to the observer's instruction. Otherwise, his/her conduct shall be assessed as the conduct violation at the exam;

4.13. Public defenses of reports/works/Extra defenses:

4.13.1. The practical report public defense should be conducted only by using the syllabus-defined evaluation methods and criteria in accordance with the present regulation rules and requirements. The table of the public defenses is made before the period of the defense begins. Dates and time are notified in the table (extra defenses dates are defined by taking the following condition into account: the interval between the defense results declaration and respective extra defense should be at least 5 days). With the purposes of the practice reports public defense, commissions for one or several educational programs are established at the faculties (based on the specifics). Specialists in respective fields from the program-implementing faculty may be the commission members – from the personnel of professors or those with doctoral or equal degrees as well as invited specialists with relevant professional experience. The specialists with respective competencies may be invited as the commission members (respective faculty identifies the commission members number (at least 3) and composition (members' identity). The practical supervisor attends the practice report defense while it is possible to invite a mentor from the institution where practice is conducted. The mentor may demand to attend the public defense. The public defense is conducted in an open and public manner. As a rule, several reports defenses are conducted at the same defense commission session by following the session time and regulation of every single report. The student presents his/her practice report, answers the questions asked by the commission members and provides proofs for his/her opinions. Discusses the work-related aspects observed during the practice. Afterwards the practice supervisor introduces the mentor's characterization to the commission together with his/her own conclusion (without the points of the indicated evaluation). The commission evaluates the practice report as well as the student's

skill of the report presentation and competences shown (the public defense evaluation represents the arithmetical mean of the commission members' evaluations). The practice defense commission is authorized if it is attended by 2/3 of all members. The results made by the commission are formed as the minutes of the meeting. The document is signed by the commission chairperson and secretary. The evaluations got on the defense ceremony should be available for the students.

## **5. Completion of the study period envisaged by the academic program. Academic degree**

5.1. The Bachelor/Master educational program is assessed as completed if a student has reached the program-planned learning outcomes, fulfilled the educational program requirements and got the number of the credits required for the Bachelor/Master academic program. Information on the degree granting to the program alumni shall be reflected in the register of LEPL National Center for Educational Quality Enhancement in accordance with the proper rules and terms.

5.2. A person having failed to complete the respective step of higher education is provided with a relevant certificate on that he/she has attended the corresponding academic courses/modules of the academic program.

## **6. Diploma**

The Diploma confirming all the aforementioned is issued after the academic degree is conferred. The Diploma with Honors is issued if the student has got only A and B evaluations ( A (excellent) - in at least 75% of the program components and B (very good) in the rest cases) and ordinary Diploma is issued in all the other cases. The diploma attachment represents an integral part of the diploma that reflects all educational program components (academic courses/modules, practice, Bachelor/Master's thesis, etc.) with indication of relevant names, credit number, received evaluations, etc.

## **7. Bachelor Educational Program**

7.1. The Bachelor educational program includes at least 240 ECTS.

7.7.1. The program curriculum provides full information on mandatory and optional academic courses/modules, learning sequence and number of credits. Related academic courses may be integrated in a module – independent consistent block of teaching. The module defines interrelations and consequence of the educational courses it includes. The curriculum may envisage academic courses in I-VIII semesters. I-VII, X-XVI weeks of the semester – lectures, working in a working group, practical or/and laboratory works or/and other, VIII-IX weeks – midterm examinations, XVII week – preparation for final exams; XVIII-XIX weeks – final examinations; the extra examinations date is defined within 3 business days after the final exams end (the interval between the final exams results declaration and respective extra exam should be at least 5 days).

## **8. Right to study at Bachelor programs, student status, status suspension, restoration, termination, mobility, recognition of education**

8.1.3. In order to support entrants and student mobility, it is allowed to study at the University without passing United National Examinations according to the rule and timeframe set by the Minister of Education and Science of Georgia. The education is available for:

- a) Foreign citizens and those without citizenship having obtained full or equal education in a foreign country;
- b) For Georgian citizens having obtained full secondary or equal education and spent last 2 years of full education studying in a foreign country;
- c) For foreign citizens (except for the students involved in joint higher educational programs or exchange programs) who study/studied and got credits/qualification in a foreign country or higher educational institution recognized by the country legislation.
- d) For citizens of Georgia (except for the students involved in joint higher educational programs or exchange programs)

who study/studied and got credits/qualification in a foreign country or higher educational institution recognized by the country legislation.

8.1.3.1. The University will conduct interviews for the entrants who are allowed to study without passing United National Examinations. The interview is aimed to find out the program language level and ensures the interview video footage to be available by the Ministry in the law-envisaged rule and terms.

8.1.8. The Teaching University makes a decision on enrollment of those with foreign country educational document on the basis of a recognition document issued by National Center for Educational Quality Enhancement and individual administrative-legal act issued by the head/acting head of the Department of Higher Education and Development of Science;

8.1.9. In order to gain the student status the entrant should meet the requirements of the applicable legislation of Georgia as well as preconditions of relevant Bachelor educational program. The entrant should address the University following the rule and timeframes set out by the institution and pass primary administrative registration.

8.2.2. The entrant may be enrolled only after the latter presents the military accounting document and full secondary education confirmation document recognized in accordance with the legislation.

8.2.3. The documents that are mandatory to be presented are:

- Registration form (to be filled out when documents are submitted);
- ID card copy and original (in case of foreign citizenship – passport/ID card copy and its notarized translation);
- Two 3x4 photos and electronic version (at CD/DVD disc);
- Original and copy of the document confirming military accounting (those who are subject to military accounting);
- Original and photocopy of a document conforming full secondary education (in case of being educated in other country's educational institution or a document issued by National Center for Educational Quality Enhancement)
- The document confirming payment of the tuition fee (if a student studies with full/partial self-sponsorship).

8.2.4. Legal representative of an underage person fills out the registration form;

8.2.5. The Teaching University follows the personal data protection requirements while keeping information regarding students;

8.2.6. The student should notify the University about any change of information provided in the ID card, address, contact number or other data;

8.2.7. The Teaching University student passes semester, administrative and academic registration before the semester begins. Administrative and academic registration terms are defined by the University;

8.2.8. Administrative registration. Passing the administrative registration the student confirms his/her wish to continue studying at the Teaching University. Administrative registration implies presentation of a document confirming payment of a difference between the government-allocated grant for the tuition fee and the fee established by the Teaching University (if the student experiences self/partial sponsorship).

8.2.9. Passing primary/administrative registration represents a prerequisite for academic registration. During the academic registration the student is registered on the curriculum-defined mandatory academic courses.

8.3. Suspension of the student status

8.3.1. The reasons for student status suspension are as it follows:

- Academic leave;
- Violation of conditions of the contract executed between the student and Teaching University;
- Financial indebtedness of the student/not fulfillment of financial liabilities;
- Not passing administrative or/and academic registration;

- Being held criminally responsible for enormous or especially enormous offence until the verdict lawfully takes effect, if imprisonment is applied as a preventive measure;
- Personal statement (reason not specified);
- Studying at a higher educational institution abroad except studying within the framework of an exchange educational program;
- Pregnancy, labour, child care;
- Bad health.

8.3.2. Throughout the academic process, if the student status is suspended, the program components midterm evaluations are not preserved, neither they will be considered if the status is restored (except for the occasions when the restoration takes place in the same semester). The status suspension implies releasing the student from his/her rights and obligations without status termination;

8.3.4. The student with suspended status may restore the student status at the Teaching University. The person shall see a terminated status after 5 years since its suspension except the cases that are differently envisaged in the legislation;

8.3.5. The student experiencing a suspended status by the Teaching University shall not receive the tuition fee paid prior to status suspension except the occasions defined hereby.

#### 8.4. Restoration of the student status

8.4.1. The student status is restored only in case of a suspended status. The status may be restored within no more than 5 years since its suspension; When the status is suspended for violation of the 8.4.2 contract conditions the violation elimination is enough for the restoration. If the status is suspended due to student's financial indebtedness, coverage of the financial indebtedness represents a prerequisite for the student status restoration;

8.4.4. The student status is restored before a semester begins. Aimed at this the student should apply to the University Principal until the semester registration time expires. If it was impossible due to certain objective circumstance that should be confirmed with respective documents, the student is entitled to address the University Principal and attach the document confirming the objective circumstance to the application;

8.4.5. If the Teaching University decides to resolve the student status, the Teaching University shall not consider its restoration despite the status is perceived as suspended within 12 months since the decree issuance;

8.4.6. The status restoration is officially formed by the decree of the Principal. This information on the status restoration is recorded in the register of LEPL National Center for Education Quality Enhancement.

#### 8.5. Student status termination

8.5.1. The reason for the student status termination may be as it follows:

- Personal statement by the student (if the student is minor, by its legal representative) regarding the status termination;
- If five years are passed since the status was suspended;
- Moving to other higher educational institution via mobility;
- Completion of study at the educational program;
- Acting the way that is incompatible to the student status (violation of the disciplinary norms envisaged by the Student Conduct Code causing termination of the student status);
- Committing a crime defined in the Criminal Code of Georgia and verdict of guilty that takes effect against the student;
- Recognising a person as disabled, death, other cases envisaged by the applicable legislation of Georgia.

8.5.2. The student status termination causes termination of the contract with the student;



8.5.3. The legal consequences envisaged by the legal act regarding the student status termination are observed within 12 months since the Principal's decree issuance date. In this period student status is considered to be suspended and the student is entitled to enjoy the mobility right. If the status is terminated, it may be restored under the law-envisaged rule;

8.5.4. The student who want to see his/her status terminated is entitled to apply the Teaching University Principal anytime with a written statement regarding the status termination;

8.5.5. The student status termination is formed according to the decree of the Teaching University Principal. Information on termination is recorded in the register of LEPL National Center for Educational Quality Enhancement.

8.6.2. Mobility may be implemented within the framework of one higher education level;

8.6.3. The student enjoys the mobility right after a year of studying on relevant higher education level. The time when a person experienced suspended status is not included in the period of study;

8.6.4. The person who was enrolled at the University under the legislation-defined rule and is the institution student at the moment of being registered as mobility candidate or sees the suspended student status is entitled to enjoy mobility;

8.6.5. Mobility may be carried out twice throughout a calendar year, within the framework of the time set by National Center for Education Quality Enhancement in accordance with the law-envisaged rule;

8.6.6. The student gains the mobility candidate status in accordance with the established rule by passing registration at e-portal of LEPL National Center for Education Quality Enhancement;

8.6.7. The general list of the people having expressed a wish for enrollment on respective educational program of the Teaching University is published on the e-portal of National Center for Education Quality Enhancement. Afterwards the mobility candidates are entitled to address the Teaching University within relevant timeframe regarding enrollment and pass primary registration that implies filling in the registration application as well as submission of obligatory documents. Before the enrollment the documents include:

- Registration form;
- ID card copy and original (in case of foreign citizenship – passport/ID card copy and its notarized translation);
- Two 3x4 photos and electronic version (at CD/DVD disc);
- Original and copy of the document confirming military accounting (those who are subject to military accounting);
- Original and photocopy of a document conforming full secondary education (in case of being educated in other country's educational institution or a document issued by National Center for Educational Quality Enhancement)
- Reference on the student status issued by the higher educational institution (sealed); excerpt from the decree on student status suspension/termination (if any, it is required the reason for termination to be specified); Excerpt from the academic card regarding mastered academic courses/programs components, respective credits, by specifying obtained evaluations;
- While keeping information on the student the Teaching University follows the rule established by General Administrative Code of Georgia. The student data are confidential. The student is obliged to notify the Teaching University on any changes in his/her ID card, address, telephone number or other information provided in the presented documents.

After the enrollment:

- Original and photocopy of a document conforming full secondary education (in case of being educated in other country's educational institution or a document issued by National Center for Educational Quality Enhancement)
- Personal file of the student issued by Higher Education Institution (sealed) (documentation available in the personal file);
- Excerpt from the decree on the status termination as a result of mobility;

8.6.8. The Teaching University is entitled to define the admission prerequisites on this or that educational program (to

conduct internal exams as well, etc.) The Teaching University identifies compatibility between the Bachelor programs that are offered by it and those proposed by other higher educational institution in accordance with the rule defined hereby. Respectively, it makes a decision on rejecting or recognizing credits and defines when it will be possible to continue studying taking the prerequisites for the academic courses/programs components into account. The resolution is notified to the mobility candidate and student's consent represents a prerequisite for reflecting the student in the draft decree issued by the Teaching University Principal regarding the student's enrollment. The Teaching University introduces the elaborated decree project to LEPL National Center for Education Quality Enhancement regarding student's mobility enrollment. After getting a positive conclusion on the draft decree the Teaching University issues the Principal's decree on students' enrollment via mobility;

8.6.9. The mobility candidate on whom there is a decree on student status termination for the reason of committing the behavior that is incompatible to the student status shall not be enrolled in the Teaching University if the status termination reason is not in compliance with the Teaching University Regulation and Provision despite the legal act-envisaged legal consequences on the student status termination are observed in 12 months after the decree issuance, the student's status is assessed and suspended in this period and he/she is entitled to enjoy the mobility right;

8.6.10. The Teaching University student is authorized to move from one to another educational program inside the university – or enjoy domestic mobility. The domestic mobility may be declared twice a year and its terms coincide with those of external mobility. Aimed at domestic mobility implementation, the Teaching University student applies the respective faculty Dean in written. According to the written statement the compatibility between the student-studied and student-selected educational programs is identified like in case of external mobility. In case of a decision made on the educational programs compatibility and credits recognition, as well as the student's consent the latter must pass administrative registration on the selected academic program under the applicable rule in the University.

8.7. Education recognition. Recognition of obtained credits for the program purposes

8.7.1. The education or qualification earned in a foreign higher educational institution is recognized only if its compliance with relevant qualification granted by Georgian higher educational institution is confirmed. The compliance may be identified despite different periods of study taking the learning outcomes and awarded qualification into account. National Center for Education Quality Enhancement recognizes qualification obtained in a foreign higher educational institution or education throughout the period of studying in a foreign higher educational institution in accordance with the rule established by international agreements of Georgia and Minister of Education and Science;

8.7.4. Recognition of the foreign higher education program under the rule envisaged in the academic course-related legislation is formed on the basis of the conclusion elaborated by the Teaching University. The conclusion provides information on compliance of the program passed in a foreign education institution to the teaching university education institution. The number of recognized credits will also be mentioned. The University prepares a written document on admission or inadmission of the person on the vacant place existing within the framework of the student general number. The document is for the people who want to continue studying without taking United National Examinations.

## **12. Provision of students with further education in case Bachelor/Master educational programs are changed or annulled**

12.1. In case of making a decision on the educational program to be changed or annulled the Teaching University ensures students to be informed in advance;

12.2. The Teaching University may merge applicable educational programs of the same level and adjacent specialties/fields. The merged (modified) educational programs should make it possible recognition of the credits the students have already obtained.

12.3. The student of a program to be modified/annulled is entitled: to move to analogous or adjacent different educational program or specialty (In case of Master course) in the Teaching University, continue studying the modified academic program or select any desirable educational program in any different educational institution and enjoy the mobility right (depending on the passed examination type);

12.4. In case of the academic program modification or annulment the Teaching University shall provide the students from the modified/annulled Bachelor/Master program with consultation on maximum recognition of their credits and programs that tend to it;

- If the students from modified/annulled academic program continue studying at the same University the latter ensures identification of compatibilities between the modified/annulled educational program-studied courses and the ones of new academic program. The Teaching University may elaborate an individual curriculum for the students (if they show consent) that provides awarding the qualification that was planned to be awarded after finishing the modified/annulled program;

12.5. If an educational program is modified or annulled and no compatible program is available in the University, the students of the program to be modified/annulled shall be notified in advance. They are allowed to complete the current academic year/semester. Throughout the period the Teaching University ensures execution of the agreement on the student-studied education program with the educational institution where it is possible to recognize the credits earned within the framework of the modified/annulled academic program.

## **13. Application of material-technical resources**

13.1. All modern material-technical resources that are compatible for educational programs and required for handling academic process are available in the Teaching University;

13.2. The University book foundation is preserved in the library – modern Georgian and foreign scientific textbooks, assistant and methodical literature, information materials, etc. for students, academic and invited personnel to work. The library foundation includes electronic resources together with the hard copies and printed materials;

13.3. The Teaching University material-technical base, infrastructure, territory, buildings and constructions, inventory and technical equipment, library, internet-connected computers, special software, international online library and other material values, finances, scientific-technical information, etc. are intended for academic, cognitive, creative or different activity;

13.4. The University student or personnel must not impose any restrictions on other students or personnel in terms of applying the building, library resources and other material-technical resources of the Teaching University;

13.5. The Teaching University students, academic and invited personnel are free to apply the material-technical resources without any restriction. They are only restricted in terms of the unlawful use of the Teaching University material-technical resources.

## **14. The rule of applying academic leave**

14.1. The reason for the academic leave may be as it follows:

- Health condition that makes student's involvement in the academic process – requires hospitalization, surgery, long-term treatment, etc. (confirmed with medical documentation form);
- Long-term disability (confirmed with medical documentation form);
- Guardianship for sick family members (confirmed with medical or different documentation);

- Pregnancy, giving birth and care for the newborn (confirmed with medical documentation or birth certificate);
- Moving to a foreign country and studying at the higher educational institution (confirmed by providing relevant documents);
- The academic leave is ensured when students involved in cultural or sports event participate in tournaments in Georgia, take part in regional or/and international competitions, engage in gatherings held in relation to contests and competitions for which the students are unable to get involved in the academic process (relevant reference is provided);
- Other objective circumstances that serve as an obstacle for continuation of the study.

14.2. The student (if the student is underage – his/her legal representative) should apply the Teaching University Principal on taking the academic leave at least one week earlier prior to final exams/public defenses. The application should be appended with the documents confirming the reason for the academic leave. Respective resolution is made after the student's application and attached documents are discussed and studied;

14.3. The student is authorized to take the academic leave for maximum 5 years. If the student does not apply the University informing he/she resumes studying after the academic leave, the student status shall be terminated after the 5 years expire. The student should introduce a statement on returning or continuing the academic leave to the University Principal one month earlier before the academic leave term expires (except the cases when it is impossible for objective reasons).

14.4. If the student status is suspended due to academic leave the student's tuition fee is kept for the following semester/academic year only if he/she has addressed the University administration with respective written statement and it happened in no later than 3 weeks since the academic year/semester beginning. After the term expiration, the student's tuition fee is no longer kept when he/she takes an academic leave (the student is deprived of the right to apply the paid amount in the following semester(s));

14.5. After the student status for the person being in academic leave is restored, the tuition fee paid by him/her is refunded under a common rule;

14.6. When a student is in academic leave his/her academic and financial liabilities are suspended for the term of the academic leave. The duty that implies fulfillment of the financial liabilities shall take effect once the student returns;

14.7. The academic leave termination and student status restoration take place on the basis of the student's statement on the status restoration. The event is formed under the Teaching University decree.

## 15. Academic report indicators. GPA

15.1 Calculation of the academic report indicators (coefficients) is aimed at simplification of the Teaching University students' own evaluation recognition by the Higher Educational University applying different evaluation system including GPA (Grade Point Average). The process is also aimed at identifying compliance of the evaluations obtained in this HEI with the evaluation system applicable in Georgia. The semester/academic year GPA depends on the number of the credits to be earned during the semester/academic year and number of the credits earned by the student, as well as evaluations of the academic course/program components (points). The digits obtained as a result of the calculation are rounded as follows: four and less – to the less and five and more – to the more. The calculations given below shall be made after conduction of extra exams/public defenses as in case of Fx the student might observe the points relevant to one of the positive evaluations by means of the assessment got at the extra exam/public defense (i.e. earn the credit);

15.2 The Course Weighted Mark (CWM) and GPA. „CWM“ (Course Weighted Mark): the evaluation point received in the program component - „GP“ (Grade Point, ”4“ column of the table given below) is multiplied by the number of the component credits „CR“ (Credits) or:  $CWM = GP \times CR$

15.3 The GPA – program component point „GP“ (column ”3“ of the table below) is given a relevant meaning of GPA (Column ”5”). For example, if the student has received 96 points,  $GPA=3.75$ ; if the student has received less than 51 points (has no credit),  $GPA=0$ .

15.4 The Sessional Weighted Average (SWA). Semester GPA. All „CWM“ (program components weighted points) are gathered and divided by the number of the credits to be received in a semester  $\Sigma CR=30$  (or different number), i.e.:  
 $SWA = \Sigma CWM / \Sigma CR = \Sigma(GP \times CR) / \Sigma CR$

15.5 The semester GPA is defined in accordance with the obtained SWA point (columns ”6“ and ”7”).

- 1) For example: Credits to be received/obtained in a semester and received evaluations are:

| Program Component        | Nº1    | Nº2    | Nº3    | Nº4    | Nº5    | Nº6    | Nº7    |                   |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|-------------------|
| Obtained GP (GradePoint) | 73     | 67     | 68     | 73     | 71     | 69     | 74     |                   |
| To be received CR        | 5      | 5      | 6      | 4      | 5      | 2      | 3      | $\Sigma CR=30$    |
| CWM                      | 365.00 | 335.00 | 408.00 | 292.00 | 355.00 | 138.00 | 222.00 | $\Sigma CWM=2115$ |

therefore:  $SWA = \Sigma CWM / \Sigma CR = 2115 / 30 = 70.50 \approx 71$  (Column 6) and semester  $GPA = 2.0$  (Column 7)

- 2) For example: Credits to be received/obtained in a semester and received evaluations are:

| Program Component        | Nº1    | Nº2    | Nº3    | Nº4    | Nº5 | Nº6 | Nº7 |                   |
|--------------------------|--------|--------|--------|--------|-----|-----|-----|-------------------|
| Obtained GP (GradePoint) | 73     | 67     | 68     | 73     | 0   | 0   | 0   |                   |
| To be received CR        | 5      | 5      | 6      | 4      | 5   | 2   | 3   | $\Sigma CR=30$    |
| CWM                      | 365.00 | 335.00 | 408.00 | 292.00 | 0   | 0   | 0   | $\Sigma CWM=1400$ |

Therefore:  $SWA = \Sigma CWM / \Sigma CR = 1400 / 30 = 46.67 \approx 47$  (Column 6) and semester  $GPA = 0.25$  (Column 7)

1.1. Annual Weighted Average (AWA). Academic year GPA. All „CWM“ (program components weighted points) are gathered and divided by the number of the credits to be received throughout the academic year  $\Sigma CR=60$ , or

$$AWA = \frac{\Sigma CWM}{\Sigma CR}$$

Academic year GPA is defined in accordance with the obtained AWA point (columns 6 and 7)

15.6 Cumulative Weighted Averages(CWA). Educational program GPA. All CWM received during the educational program CWM (Program Components Weighted Grades) are gathered and divided by the number of the credits set for the program  $\Sigma CR CWA = \Sigma CWM / \Sigma CR$  (Bachelor level – at least 240, Master level – at least 120 credits) or:

15.7 The educational program GPA is defined in accordance with the obtained CWA point (columns 6 and 7 given below):

15.8 If the student has not accumulated the established credits, the educational program GPA = 0.

15.9 Diploma GPA. The Diploma GPA is the same as an academic program GPA.

15.10 If the student has not accumulated the established credits in Bachelor/Master program, the educational program GPA = 0.

15.11 The ”-” and ”+” gradations given below and relevant points are established within the framework of the 100-point student evaluation system applicable in Georgia for more detailed calculation of the academic report indicators (evaluation coefficients) and better highlight of the students’ achievements within the framework of the 100-point evaluation system.

| Applicable 100-point evaluation system |    |                             |        | Academic report indicators (coefficients) |                                  |       |  |       |      |
|--|----|-----------------------------|--------|---|----------------------------------|-------|--|-------|------|
| Program component                      |    |                             |        | Program component                         |                                  |       | Semester/academic year/educational program/academic report coefficient (SWA/AWA/CWA) |       |      |
| Evaluation CourseGrade                 |    | Evaluation point GradePoint |        | Course Grade                              | Evaluation point GradePoint (GP) | GPA   | points (SWA/ AWA/CWA) GPA  |       |      |
| 1                                      | 2  | 3                           |        |   |                                  |       | 4  | 5     | 6    |
|  | A+ | 100-98                      |        |   | 100-98                           | 4.00  | 100-98   | 4.00  |      |
| Excellent                              | A  | A                           | 100-91 | 97-95                                     | A                                | 97-95 | 3.75   | 97-95 | 3.75 |
|  |    | A-                          |        | 94-91                                     |                                  | 94-91 | 3.50   | 94-91 | 3.50 |
|  |    | B+                          |        | 90-88                                     |                                  | 90-88 | 3.25   | 90-88 | 3.25 |
| Very good                              | B  | B                           | 81-90  | 87-85                                     | B                                | 87-85 | 3.00   | 87-85 | 3.00 |
|  |    | B-                          |        | 84-81                                     |                                  | 84-81 | 2.75   | 84-81 | 2.75 |
|  |    | C+                          |        | 80-78                                     |                                  | 80-78 | 2.50   | 80-78 | 2.50 |
| Good                                   | C  |                             | 71-80  |   | C                                |       |  |       |      |
|  |    | C                           |        | 77-75                                     |                                  | 77-75 | 2.25   | 77-75 |      |

|                |    |    |       |       |   |       |      |             |      |      |
|----------------|----|----|-------|-------|---|-------|------|-------------|------|------|
|                |    | C- |       | 74-71 |   | 74-71 | 2.00 |             | 74-  | 2.00 |
| Satisfactory   | D  | D+ | 61-70 | 70-68 | D | 70-68 | 1.75 |             | 70-  | 1.75 |
|                |    | D  |       | 67-65 |   | 67-65 | 1.50 |             | 67-  | 1.50 |
|                |    | D- |       | 64-61 |   | 64-61 | 1.25 |             | 64-  | 1.25 |
|                |    |    |       |       |   |       |      |             |      |      |
| Sufficient     | E  | E+ | 51-60 | 60-58 | E | 60-58 | 1.00 |             | 60-  | 1.00 |
|                |    | E  |       | 57-55 |   | 57-55 | 0.75 |             | 57-  | 0.75 |
|                |    | E- |       | 54-51 |   | 54-51 | 0.50 |             | 54-  | 0.50 |
|                |    |    |       |       |   |       |      |             |      |      |
| Unsatisfactory | Fx |    | 41-50 |       |   |       |      | 50 and less | 0.25 |      |
| Failed         | F  |    | 0-40  |       |   |       |      | 0           | 0.00 |      |

## 16. Granting qualifications

16.1. The academic program is considered completed if the student has met all educational program requirements, earned mandatory credits and achieved the academic program-planned outcomes. After finishing Bachelor's level program the alumni are awarded the Bachelor's academic degree. After completion of the Master program the alumni are conferred Master's academic degree.

16.2. The Diploma with Honors is issued if the student has got only A and B evaluations ( A (excellent) - in at least 75% of the program components and B (very good) in the rest cases) and ordinary Diploma is issued in all the other cases. The diploma supplement represents an integral part of the diploma that reflects all educational program components (academic courses/modules, practice, Bachelor/Master's thesis, etc.) with indication of relevant names, credit number, received evaluations, etc.

16.3. The qualifications to be granted are defined in the academic program curricula;

16.4. After the final semester of an educational program is over, the faculty board discusses and studies students' personal files and makes a decision on agreeing or refusing to award the academic program qualifications;

16.5. If a student fails to meet all program requirements and has not obtained the mandatory credits established under the educational program, the commission refuses to grant the qualification;

16.6. If the student, having met all academic program requirements gets mandatory credits envisaged in the educational program, the latter is considered to be completed and commission makes a decision on granting the program-envisaged qualification and issuing the diploma with honors/ordinary diploma in accordance with the conditions mentioned above;

16.7. The resolution shall be recorded in the faculty board meeting minutes – 1) on granting the qualification (pointing out the name of the educational program, alumni's names and surnames, granted qualification and diploma degree (with honors/ordinary); 2) regarding the refusal on granting qualification (pointing out the name of the educational program, alumni's names and surnames, the reason for the refusal);

16.8. In case of awarding the academic program-envisaged qualification the program alumni's student status shall be terminated as a result of graduation.