

**Regulatory Rule of Learning Process  
of New Higher Education Institute**

## **Chapter I. General Provisions**

### **Article 1. Scope of regulation**

1. The present rule regulates the issues of obtaining a student status, suspension and termination of status, unified procedure of assessment of students' achievement, student's rights and duties and the other issues related to the learning process in Ltd New Higher Education Institute (next – institute).
2. Regulatory Rule of Learning Process of New Higher Education Institute (hereinafter the rule) is mandatory to be followed by all the participants of the learning process - academic / invited personnel and students, also by the administrative personnel who facilitate the learning process.

### **Article 2. language of instructions**

In the institute the language of instructions is Georgian

## **Chapter II. Obtaining a Student's Status**

### **Article 3. The rule of Obtaining a Student's Status**

1. New Higher Education Institute (next – institute) carries out the bachelor's academic educational programs;
2. At the first stage of higher education (Bachelor's degree), implemented by the institution, obtaining of a student status is carried out only on the basis of unified national examinations or in accordance with the rule established for enrollment without national examinations, determined by the Georgian Legislation.
3. For the purpose of obtaining a student status, a person is required to undergo unified national examinations in accordance with the order established by the Minister of Education and Science of Georgia and obtain the right to enroll in the institution according to the document of rankings of the scores of entrants;
4. After obtaining the right to enroll in the institution, but no later than the timeframe established by the institute, set for the administrative registration, the applicant is obliged to apply to the institution for admission;
5. The Rector of the Institution issues an individual-legal act on enrollment of the students in the institution on the basis of students' application and learning agreement signed with them.

6. An individual-legal act of rector of the institution on enrollment of students is sent to the Ministry of Education, Science, Culture and Sport of Georgia.
7. An applicant who will not apply to the institute for administrative registration before the expiry of the registration deadline, is entitled to apply from the unified act of the rector of the higher education institution until June of the following year;
8. Individuals with the right to study without unified national examinations (foreign country citizens, a person without citizenship or a citizen of Georgia) are granted a status of a student of the institution according to the rule established by the Georgian legislation.
9. A person, determined by the Paragraph 8 of Article 3, who wants to enroll in the institute, applies to the institute, which on the base of results of an interview makes a decision about his/ her enrollment. If the issue is positively solved, the institute will issue a letter of consent to submit to the Ministry of Education, Science, Culture and Sport of Georgia;
10. Decision about enrollment of a student or a person with foreign country educational document, in Georgian higher educational institute is made by the relevant higher education institution, based on the rule determined by the Georgian legislation, document of recognition issued by the National Center for Educational Quality Enhancement.
11. In case of enrollment of a foreign country citizen in Georgian language program, in order to be determined his/her level of Georgian language knowledge, he/she is obliged to take an interview in the institution and present the certification (issued by the organization, authorized by the state) that confirms the knowledge of Georgian language. Accessibility of a video-recorded interview is provided by the institute.

#### **Article 3<sup>1</sup>. The rule for obtaining a student's status by a convicted person**

1. New Higher Education Institute gives the convicted persons opportunity to learn on the BA programs of Business Administration and Tourism;
2. obtaining a student's status and recognition of education by a convicted person on the BA programs presented in the paragraph 1 of this article, is carried out on the base of the joint order of N72 / N30 / N (on 21 March 2018) on “rule and the terms of receiving an education by a convicted person on the first stage (bachelor) of academic higher education and determination of a relevant list of specialties” issued by Minister of Penitentiary and Probation and Minister of Education and Science of Georgia.

#### **Article 4. Enrollment of students by the rule of mobility**

1. A person is entitled to use a right of mobility if his/her enrollment in the institution has been carried out in accordance with the rule determined by the legislation and if, at the moment of registering for mobility on the electronic portal is a student of the institution;
2. A person has a right of mobility if he/she is a student of the institute but he/she has stopped the student status at the moment of registering on the electronic portal; also, the person who has successfully pass the unified national examinations and cannot apply to the institute indicated in the rank document approved by the Minister of Education, Science, Culture and Sport of Georgia since the institution has been liquidated. The institution has lost authorization or the educational program is no longer implemented.
3. Internal mobility process shall be completed within the timeframe defined by an individual administrative-legal act of the Director of the LEPL National Center for Educational Quality Enhancement in accordance with external mobility.
4. After the announcement of mobility, the rector of the institution establishes the deadline in which the mobility applicants are required to submit documentation at the institution, in parallel with their electronic registration;
5. Mobility applicants are required to present all the documents that are mandatory for their enrollment in the institute, on the bachelor's level; also in case of demand for recognition of the educational program passed by a mobility applicant, he/she is requested to present official academic paper and in case of necessity - to present additional documentation (curriculum, syllabus).
6. The institute sees the student's personal case and makes a decision on the recognition of the Program passed by the Mobility applicant in accordance with the procedures prescribed by this Rule.

#### **Article 6. Results of Mobility**

1. In case of positive conclusion issued by the National Center for Educational Quality Enhancement, the mobility applicant will be entitled to enroll in the institution;
2. The rector of the institution issues a unified / individual order on enrollment of students with the mobility processes, which will be published by the rule established by the legislation; The order will be reflected in the registry within 2 working days after its issuance and within 3 working days will be sent to the center.
3. The procedures for mobility, which are not defined by this rule, are regulated by the order No. 10 /N of Minister of Education and Science issued on February 4,

2010, which is “on approval of the rules of transition of students from one higher education institution to another higher education institution”.

### **Chapter III. The rule of recognition of education (ECTS credits)**

#### **Article 7. General provisions**

1. This rule regulates the principles of determining of compatibility and recognition of relevant credits accumulated by a mobility applicant student/ student who wants to restore a status within the other educational program in New Higher Education Institute (next – institute) also, from other Higher education institute (next – HEI);
2. According to the Georgian active legislation: Recognition of education abroad means the confirmation of authenticity of the educational document issued by the foreign education institution and establishment of compliance of the qualifications or learning outcomes reflected in the educational document with the existing qualifications in Georgia. Received qualification or education during the period of learning in a foreign HEI is recognized by National Center for Educational Quality Enhancement. Decision on enrollment of students with an educational document of foreign country in Georgian HEI is made by a recipient HEI on the base of Georgian Legislation and the document of recognition issued by the LEPL - National Center for Educational Quality Enhancement. Recognition of learning courses of programs of a foreign HEI, according to the determined rule is formed on the base of the decree made by a Georgian HEI and in it there is indicated a compatibility of a program passed by a person during studying abroad, with the Georgian program, also the number of recognized credits.
3. The institution recognizes the academic degrees and Qualifications awarded by all the Authorized Higher Educational Institutions (hereinafter - HEIs) in Georgia, as well as the received credits and assessments within the higher educational programs implemented by the HEI.
4. Recognition of credits of the learning courses in the institute occurs on the base of the analyzes of syllabus of learning courses (of field and general competences relevant to the goals and results of learning) passed by a student.
5. Recognition of ECTS credits is possible if they are accumulated within the program of higher education of HEI, on which enrollment of a student occurred according to the determined rule;
6. ECTS credits received under the Diploma Specialist Program will be recognized for the purpose of the Bachelor's Program. ECTS credits of educational programs of

diploma medic/dentist/ veterinary are recognized in compatibility with a BA program;

7. An act on recognition of ECTS credits of students who want to enroll in the institute by means of mobility or students who want to use inner mobility is formed based on the relevant motivated conclusion, which reflects the compatibility/relevance of program passed by the student with BA program of HEI/institute determined by the ECTS credit recognition commission. In the procedure related to the recognition there are involved Quality Assurance Service, Academic Staff with Field Qualification and Program Supervisors.
8. The decision / conclusion adopted by the Commission for Recognition of Credits reflects the recommendation about the semester of continuation of learning and this information will be transferred to the interested person, who confirms his/her desire to continue learning in the institute or refuses to proceed learning.

#### **Article 8. Regulations for recognition ECTS credits**

1. In New Higher Education Institute recognition of ECTS credits of students enrolled with mobility from other HEIs or students with restored statuses is based on the following principles:
  - a) Compliance with Transfer and Accumulation European Credit System (ECTS);
  - b) Compliance and compatibility with higher education program selected by a student;
  - c) Compliance and compatibility with educational programs in the institution (it refers to so called free credits).
2. Recognition of accumulated ECTS credits occurs by estimating the compatibility of the BA program components selected and learnt by a student in HEI. Credits can be recognized: by recognition of received ECTS credits directly, by studying of content of syllabuses of program components or by studying the content of syllabuses of components and also on the base of an interview. In case of zero compatibility with the institute's program, the person may refuse to continue his studies at the institution or the person is obliged to learn BA program of the institute completely;
3. Recognition is a subject to recognized ECTS credits of learning courses of non-specialty and specialty compulsory and elective courses (included so called "free credits") and the ECTS credits of other components of a program (except BA thesis and practice);

4. Recognition is a subject of compatibility of learning courses determined by the educational program passed in the HEI and selected within the framework of mobility by a student, in spite of the difference in their names.
5. If the title of learning course/ other component of the program passed by a student and the number of ECTS credits coincides to the title of institute's/HEI's learning course/ other component of the BA program and the number of ECTS credits – then occurs direct recognition of learning course/ program component.
6. If the title of learning course/ other component of the program passed by a student and the number of ECTS credits do not coincide to the title of institute's/HEI's learning course/ other component of the BA program and the number of ECTS credits their recognition is possible despite the differences in the names, based on thematic combinations; (E.g. "philosophy" can be recognized as "an introduction to philosophy" or "Foundations of philosophy");
7. If the title of passed direction/specialty learning course/other component of the program does not coincide to the title of the similar learning course/ other component of the BA program – then on the base of studying of the content (comparison of goals, content, compulsory/major literature and learning outcomes) it is possible to be established the compatibility of learning course/other component of the program and occurs its recognition despite the difference in the titles;
8. It is possible to recognize the learning course passed by a student, that is not determined by the desirable educational program; in this case, the passed course may be recognized as free credit.
9. If the number of free credits is more than the number of ECTS credits that should be recognized, the Commission, in agreement with the student, chooses the learning courses in which the student has the highest assessment; If the student wants all the courses passed by him/her to be presented in the Appendix of the Diploma, the normalized number of free ECTS credits, determined by the educational program of the institute will be recognized and all the other learning courses will be conventionally recognized, i.e. they will not determine the total amount of ECTS credits and will be written in the Appendix of the Diploma;
10. In case of internal mobility, a specialty learning course passed by a student may be recognized as free ECTS credit/elective learning course; If the number of free credits passed by a student and / or recognized free ECTS credits is equal to the number of free ECTS credits provided by the program structure, the student is not obliged to study free training courses during the next study period; during learning on the free courses, a student has a possibility to accumulate additional ECTS credits (If any), and / or give all his/her time to studying the basic training courses;

11. If the title and/or content of a learning course passed by a student coincides the title and/or the content of the learning course provided by the educational program of the institute, there occurs the recognition of ECTS credits according to the student's interests (for example, if the learning course similar to the learning course that was passed by the student in the first HEI has less ECTS credits in the recipient program, then accumulated ECTS credits in the first HEI will be recognized. If for the similar learning course in the recipient program is determined more ECTS credits, it is possible to be recognized the number of ECTS credits of the recipient program if it is possible according to the results of the passed learning course of the recipient program).
12. As a result of identifying the compliance of the programs and recognizing the ECTS credits there is determined the number of ECTS credits, that are recognized for a student for the BA program purposes;

#### **Article 9. Recognition of assessments different from ECTS credits**

1. If the first HEI where a mobility applicant learnt used/uses a credit system different from ECTS, the applicant is obliged to present an official document issued by the first HEI (i.e. student card), in which the compliance of the first HEI's system with the ECTS system will be indicated;
2. The institution is authorized to calculate the student's load with credits for an educational program that is developed in accordance with ECTS, based on the analysis of the indicated academic/contact hours, by means of granting credits to the learning courses by following the next rule:
  - Indicated sum of contact hours and hours of independent work divided by 25 (In New Higher Education Institute 1 ECTS credit equals 25 hours), i.e. a credit =  $\text{hours (contact + independent work)} / 25$ ;
  - If there is indicated only contact hours the comparison with the similar learning course / program component will be made and the credit will be granted according to the above-mentioned rule; in case of existence of the similar learning course/ program component, the number of independent working hours will be determined as equal to the contact hours, i.e.  $1 \text{ credit} = \text{contact hours} \times 2 / 25$ .

The number obtained by calculation will be rounded up to the whole number in accordance with the rule of rounding.

3. The conditional transition of the 5-point system to the 100-point system of assessment occurs in accordance with the following principle:

Excellent (5)	91 point	A
Good (4)	80 point	B
Sufficient (3)	60 point	E

And only the verbal evaluation scales in the case of converting (conditional transition to a 100-point system) is determined by the following principle

Excellent		91 point	A
Very good		81 point	B
Good		71 point	C
Satisfactory/average		61 point	D
Sufficient/satisfactory		51 point	E

- If a student in a learning course has received:
- „Differential mark” (with indicating the score), then its recognition is made in accordance with the principle of conventional transfer from 5-point system to a 100-point system (according to the table above);
- So called “positive mark” (without the score) is recognized by conditional transferring to the 100-point system, with granting the maximum assessment (mark = 91 point A).

#### Article 10. Recommended learning semester

1. According to the number of recognized credits a student continues learning in accordance with the semester determined by the commission:

Number of recognized credits	Recommended semester
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Up to 15 credit	I
15-45 credit	II
46-75 credit	III
75-105 credit	IV
106-135 credit	V
135-165 credit	VI
166-195 credit	VII
From 196 credit	VIII+ additional semester(s)

2. While determining the recommended semester of learning continuation there will be taken into consideration the recognized and acceptable number of ECTS credits and prerequisites for taking the learning course/other components of the program determined by the institution; also it will be taken into consideration that the learning course/program component passed by a student and recognized by the institute may be considered in the next semester of the Bachelor's Degree Program
3. From the recognized and acceptable number of ECTS credits and the pre-requisites of the constituent components of the educational program/ learning courses, a student may need to take an additional semester (s); in this case the student will be informed in advance.

#### **Chapter IV. Suspension and Restoration of a Student Status**

##### **Article 11. Definition of a suspension of a student status**

Suspension of a student status is a temporary release of the student and the institute from fulfillment of the rights and duties envisaged by the study process toward each other, which is due to the failure of the relevant duties or the future impossibility of execution.

##### **Article 12. The rule of suspension of a student status**

1. The base of suspension a student status is:
  - a) Pregnancy, childbirth, child care or health worsening;

- b) Study in a higher education institution in a foreign country, besides studying within the exchange educational program;
  - c) Not taking administrative and / or academic registration;
  - d) Financial debt;
  - e) Personal Statement (without any reason).
2. The maximum term for suspension of a student status is 5 years.
  3. Suspension of a student status is formulated as an individual-legal act by the Rector of the Institution. Suspension of a student status must be recorded in the register;
  4. During a period of suspension of student status, the institution and student are exempted from performing mutual rights and duties.
  5. A person who has stopped the status of a student has the right to restore his/her status in the institute or move to another higher education institution (with mobility);
  6. If a higher educational program on which the student studied before the suspension of his/her status has been canceled or modified at the time of the student's restoration, the student is entitled to continue his/her studies on the similar higher education program or transfer to another higher education institution in accordance with the legislation;
  7. After 5 years of suspension of a student status, the status is terminated, except for the cases envisaged by the legislation;
  8. Procedures related to suspension of student status, which are not defined by this rule, are regulated by the Rector's Individual-Legal Act, which should be in compliance with the active legislation and decree of the Minister of Education and Science, dated on 4 February 2010 to No 10 / N "On approval of the rule of transition from one higher education institution to another higher education institution".

### **Article 13. Restoration of a student status**

1. Restoration of a student status is possible on the base of the student's personal application
2. Issues related to restoration of student status, which are not defined by this rule, are regulated in accordance with the active legislation;
3. In case of restoration of the status of a foreign citizen, paragraph 11 of Article 3 of this Rule is use.

## **Chapter V. Termination of a Student Status**

### **Article 14. definition of termination of a student status**

Termination of the student status is exempt of the student from all the rights and obligations granted to him/her as a student.

#### **Article 15. The rule for termination of a student status**

1. The grounds for termination of a student status are:
  - a) 5-year term after termination of a student status, except for the case prescribed by legislation;
  - b) Personal statement (without any reason);
  - c) Completion of the relevant higher education program;
  - d) Non-fulfillment of the requirements of the relevant higher education program within the timeframes established for obtaining an academic degree;
  - e) Impossibility to achieve the learning outcomes determined by the higher education program;
  - f) Move to another HEI with mobility;
  - g) violation of the student's ethics code;
  - h) Death.
2. Termination of a student status is formed by an individual-legal Act of the Rector of the institute and it is a cancellation of the agreement signed with the student, that does not free the parties from fulfilling mutual obligations arising and non-fulfilled before the cancellation of the agreement.
3. Termination of a student status causes some legal consequences in 12 months from issuance of the relevant legal act, in what period the person is entitled to use the right of mobility;
4. In case of termination of the status, he/she may be permitted to obtain the status again under the rule established by legislation.

### **Chapter VI. To form and modify a student's profile by the student**

#### **Article 16. Distribution of ECTS credits**

1. The credit is distributed among each component defined by the higher education program and includes contact and independent hours necessary for learning outcomes to be achieved with a specific component. ECTS credit cannot be calculated only according to the contact hours.
2. The study component is a one-semester.

3. One credit (ECTS) is equal to student learning activities (student load) within 25 hours and includes both contact and independent hours.
4. Distribution of Credits Among different learning components is based on the real assessment of the student's average academic achievement, which is required for achieving the learning outcome determined for each component. The correctness of the credit distribution is evaluated by collecting and analyzing of the student's real loading, whereas the academic / invited staff are also participating.
5. The calculation of the credit does not include the time specified for the additional exam (preparing, taking assessing) and also the time for consultation with the person implementing the component of the higher education program.
6. The learning component with the same content, volume and learning outcomes for all program students includes equal number of ECTS credits.

#### **Article 17. Learning week/semester/year**

1. Learning week is a time period by which is divided the learning load of a student with an average academic performance and which includes the activities that should be performed in time for as contact as well as independent work.
2. Semester is a time period that includes the learning weeks, period of taking place of additional exam/exams and the period of assessment of students' achievements in the exam/exams.
3. Academic year is a combination of semesters and the period of rest that does not exceed 12 continuous calendar months.
4. One academic year includes 60 (ECTS) credits.
5. With taking into account the peculiarities of the educational program and / or student's individual curriculum, the student's annual educational workload may exceed 60 ECTS credits or be less than 60 ECTS credits. It is unacceptable that the student's annual educational workload to exceed 75 (ECTS) credits.

#### **Article 18. Administrative and academic registration**

1. An administrative registration implies a full or partial payment of a student's tuition fee, which is a prerequisite for an academic registration.
2. Academic registration implies registration of students on the learning courses by training process management system.

## **Chapter VII. Assessment of Students' Achievements**

### **Article 19. General description of students' knowledge assessment**

1. In order to reflect in the student learning process each student's academic loading, which is needed for a student for achieving the goals of the learning program, the institute uses the European Credit System of Transfer and Accumulation (ECTS);
2. Students' knowledge assessment system envisaged by the educational programs has been developed by the Order No. 3 of January 5, 2007 of the Minister of Education and Science of Georgia and on the base of the rule established by the changes made in it by the Minister of Education and Science of Georgia by the Order N107 / n of January 29, 2016 and Decrees N102 / n of August 18, 2016).
3. Credit accumulation can only be achieved after the student achieves the learning outcomes determined by the syllabus, which is expressed in accordance with the order N3 of January 5, 2007 of the Minister of Education and Science of Georgia and changes made in it (decrees of N120/N of August 18, 2006).

### **Article 20. Assessment of a student**

1. Assessment of level of achievement of student's learning outcomes in each of the program component should contain intermediate and final assessments.
2. Each form and component of the evaluation should be calculated (may be shown in percentages) from the total score (100 points) of the assessment in the final assessment.
3. Assessment with using only one form (intermediate or final) is not acceptable. A student is granted a credit in case of positive assessment determined in the paragraph 9 of this article.
4. Each form of assessment contains assessment component(s), which contains assessment method(s), and the method(s) of assessment is measured by the assessment criteria.
5. Assessment component, method and criterion must be adequate for the assessment of the achievable learning outcomes determined by the educational program component.
6. The minimum level of competence is defined in each form of assessment. The marginal share of the minimum competency limit for the final assessment does not exceed 60% of the final assessment; the minimum competence level of the final exam

in New Higher Education Institute is 20 points; and in the semester evaluation component, the minimum competence limit is 21 points.

7. Assessment of achievement of the learning outcomes of higher education program components must be performed in the same semester in which the components were carried out.
8. Bachelor's work should be assessed in the same semester in which a student will finish working on it. For evaluation there must be used method(s) and criteria relevant for the assessment of the results.
9. Assessment system contains:
  - 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) did not pass – 41-50 points of a maximum score. This means that the student needs more work and is given a right to work independently and take an additional exam once again;

b.b) (X) fail – 40 points or less from the maximum score. This result means that work performed by the student is not sufficient and she/he needs to take the subject from the beginning.

10. In case of receiving FX in the educational program component, the additional examination is appointed in at least 5 days after the announcement of the final exam results.

11. Assessment received in the additional examination is not added by the score received in the final assessment.

12. Assessment received in the additional examination is a final assessment and is reflected in the final assessment of a higher educational program.

13. In case of obtaining 0-50 points in the final evaluation of the educational component, the student will give an assessment F-0 score, with taking into consideration the assessment received in the additional examination.

## **Article 21. Evaluation components of a student**

1. From 100 point system, 60 points are determined for the midterm components and the rest 40 points are for the final exam;  
60 points defined for the midterm components are distributed according to the intermediate assessments with following the terms:
  - a) Intermediate exam – 30 points;
  - b) Activity (in a working group, practice and etc.) – 30 points – from the specifics of the learning course, according to the lecturer’s view and it is written in the syllabuses of the learning course;
2. Prerequisite for a student for admission on the final exam is accumulated 21 points in mid-terms activities during a semester.
3. 40 points are established for the final exam.
4. Intermediate exam – during a learning course a student passes one intermediate exam by which is assessed the knowledge obtained by the student. Intermediate exam is taken place in the 9<sup>th</sup> week of a semester and is assessed with maximum 30 points;
5. Intermediate exam is taken place orally/written form. From the specifics of the learning course intermediate exam may be a test (open and multiple choices), essay, casus, theoretical issue and / or combined form; Practical character tasks.
6. in case of honorable reasons (absence caused by an illness, death of a close relative and by the other special objective reasons by which it is impossible for a student to take an exam) a student has the opportunity to restore the interim examination in agreement with the faculty and the lecturer;
7. Activity can be made in different forms: Written form (questionnaire, quizzes, test, essay, etc.), as well as oral polls, debates, presentation, group and individual projects etc. Assessment criteria are specified in the course syllabuses;
8. attendance on the contact hours is free;
9. Implementer of a learning course is obliged to record a student’s activity score in an electronic journal.
10. Absence from intermediate, final examination and etc. on the base of the honorable reason must be confirmed by an official legal document.
11. Assessments received by the student in midterm components remain valid only during the current semester, before completion of additional and final exams. In the subsequent semester or in case of taking the learning course again, the mid-term assessments received in the same learning course initially will not be taken into consideration.

## **Article 22. Appeal**

1. A student can apply to the Dean of the faculty and appeal the results of the intermediate / final examination, in not more than 2 working days from announcement of the results of the intermediate/final examination.
2. The Dean will provide in 3 working days after receiving the applications:
  - 2.1. Introduction of a student's work to him/her;
  - 2.2. Creation of an Appeal Commission which consists of a specialist of the field, faculty administration representative and a representative of a students' self-government.
  - 2.3. Transfer of those students' papers to the Appeals Commission who do not agree with the assessment of the exam and demand revision of the results;
  - 2.4. The Commission is obliged to submit a conclusion to the faculty within 2 working days after receiving the paper.
  - 2.5. In case of changes in the scope, it will be reflected in the electronic database in not later than 2 working days after the decision is made.

*Note: In the Appeals Commission there may be Academic / invited staff with relevant qualification, except for the implementer of the appealed learning course.*

#### **Article 23. Accumulation of credits by the student, additional semester**

1. Obtaining/accumulation of ECTS credits by students is possible only on the base of successful completion of the performing work.
2. A student who does not receive ECTS credit in mandatory or optional and free learning courses has the right to take the same course several times;
3. A student who has not accumulated the number of ECTS credits determined by the program for obtaining the academic degree, has the right to complete the learning program by self-financing during not more than 4 (four) semesters;
4. Tuition fee for an additional semester is determined by the tariff set for the current academic year;
5. Value of one credit is calculated by dividing of tuition fee of one year by 60;
6. A student who fails to accumulate the credits required to award the relevant academic degree within the term of the additional semester will be terminated the student's status and will be entitled to enjoy the right of mobility in accordance with the legislation;
7. The number of credits accumulated by a student in each semester is recorded in the student's electronic card that is stored in his / her personal case.

#### **Article 24. Developing of individual curriculum for a student**

1. The individual curriculum is a combination of training courses that takes into consideration the different needs, requirements and the level of academic preparation of students;
2. The goal of the individual curriculum is to provide student support with taking into consideration the special educational needs or different requirements.
3. An individual curriculum may be developed: due to special conditions of work, in case of change of an educational program, external and internal mobility, in case of student's special education needs etc.
4. In the individual curriculum there should be indicated the name(s) of the learning course(s), volume of ECTS credits, training semester, forms and terms of teaching and learning and the assessment.
5. In case of existence, in the individual curriculum there should also be indicated the different requirements, toward material resources, necessary for implementation the learning process, and/or the necessity of assurance of the relevant human resource.
6. The exact content and structure of the individual curriculum is depended on the needs of the student.
7. With the request of the individual curriculum, the student applies to the Dean of the faculty. The student's application must be accompanied by appropriate documentation.
8. The final decree on developing a student individual curriculum is made by the Rector of the institute based on the submission of the Dean.
9. In drawing up an individual curriculum there may be participants: a student, supervisor(s) of the relevant educational program, lector(s) who implement the learning course, representatives of the training process management service and the quality assurance service.
10. Student individual curriculum is reflected in the electronic database of the training process management service.

#### **Article 25. Appointment of an exam for a student with an individual rule**

1. In case of non-attendance on the main or additional examination with a honorable reason, it is possible to set an exam with an individual rule in the timeframe determined for examinations, on the base of application written to the Dean By giving reasonable reasons and submitting relevant documents). Decision on admission of a student on the examination is made by the Dean.

2. In case of absence from the main or additional examination, after the conclusion of the examination period (but not more than within the same semester term) the individual exam is allowed to be taken place only if there exist a honorable reason.
3. The decision on appointing the exam with the individual rule after the expiry of the examination period is received by the Rector of the institution with the Dean's submission.

#### **Article 26. Organization of a study process**

1. Organization of a learning process is carried out by the Rector of the institute, Dean of faculty, Quality assurance service and training process management service.
2. Academic/invited personnel is obliged to carry out teaching and assessment of students based on the relevant higher educational program and the syllabus of the learning course;
3. The institution has signed agreements with the companies and public institutions of the Georgian markets to ensure better access to the practical components provided for students;
4. The evaluation of the practice is carried out by the score system. The maximum score is 100 point; the minimum margin is 51 points. Practice assessment is multiple and has multi-components. The assessment is subject to student activity on the practice object (max score - 60) and practice report (performance and defense - max score - 40).

### **Chapter VIII. Rights and Duties of students**

#### **Article 27. Students' rights**

1. A student has a right to be actively involved in the institute's everyday activities.
2. It is inadmissible to restrict the student's right to the academic freedom of students as well as the students' rights recognized by the Law of Georgia "On Higher Education" if it does not serve the organizational issues of the educational process, provide high quality teaching, discipline and security or is not directed to the aims and prizes For the prevention of the anti-disciplinary activities;
3. In addition to the rights established by the legal acts of the institute and the legislation a student is entitled:
  - 3.1.
    - a) To get qualified education;

- b) To take part in the scientific researches;
- c) Under the procedure established by the regulations of the institution and the provisions of the structural units, in equal conditions, use the material-technical, library, information and other means of facilities;
- d) On the basis of unified, direct and equal elections, by the rule defined by the legislation, to elect a representative and be elected in the student self-governance and in the representative bodies of the faculties by means of secret ballot;
- e) Freely establish or become involved with the student organizations in accordance with his/her interests;
- f) Express his/her opinion freely during the learning process;
- g) To receive scholarship, financial or material assistance, other benefits from the state, college or other sources according to the Georgian legislation;
- h) To choose his/her educational program;
- i) To receive the information about existing higher educational program and require the relevant learning course syllabuses;
- j) To take part in developing the educational program;
- k) Periodically assess the academic, administrative and support staff of the institution;
- l) ) To request a fair assessment of the knowledge and to appeal to the undesirable exam results under the established rule;
- m) To use internal and external mobility and use the rule established by the legislation;
- n) To carry out other rights.

3.2. The institution sets out the benefits for students with special educational needs to create the necessary conditions for their full education, which may be expressed in establishing a special material-technical base for them, individual services, financial assistance, or other benefits.

### **Article 28. Students' duties**

A student of the institute is obliged to study all the courses that he/she has chosen, and whose teaching is mandatory; To follow the agreement signed with the institution, the charter of the institution, the regulations of the institution, the student's ethics code and other legal Acts.

### **Article 29. Study Agreement**

1. The institute signs a training agreement with a student.

2. The academic contract is concluded with the term of the teaching period provided by the Higher Education Program.
3. It is inadmissible to increase the tuition fee during the teaching period;
4. The academic contract is signed directly by a student, if the student is not 18 years old, the contract is signed by his/her legal representative.
5. Study Agreement is therefore made in Georgian, into two copies; one copy is left in the institution and is kept in the student's personal case and the other is with the student.

### **Article 30. Tuition Fee**

1. The cost of the curriculum in the institution is determined by the rector of the institution;
2. The tuition fees are paid in semesters, within the timeframes established for administrative registration;
3. Students with partial financing under the state grant must cover the difference between state financing and real money fees in the deadline for administrative registration;
4. In case of restoring the status for the student with suspended status, the tuition fee is determined by the tariff specified in the contract;
5. The student has the right to request a cancellation of an administrative registration within a period of not more than 1 week after the start of the study process. After the expiry of this period, he / she loses the right to request returning of the paid amount of money back or the right to use it in subsequent semester;
6. The request for the cancellation of academic registration or the replacement of the chosen curriculum is allowed within 10 days after starting the training process, after which the request is not allowed to return the paid money back or to transfer it to the subsequent semesters.

### **Article 30<sup>1</sup>. Mechanisms of financial support for students with special needs**

1. The following categories of students will be provided with some benefits while paying the tuition fees:
  1. Disabled persons;
  2. Socially vulnerable persons;
  3. Orphans who do not have neither mother nor father;
  4. Members who are from multiple-membered families;

5. Persons living in the occupied territory;
  6. Students who are children of the persons dead for the purpose of protection of the country's territorial integrity.
2. The above mentioned persons, for receiving the benefits, while registration, with standard documentations should present:
    1. Persons with Disabilities - Form of Extracting the Medical Social Expertise Act (Form N50 / II, Copy);
    2. Socially vulnerable persons - a certificate issued by LEPL "Social Service Agency" on registration of "socially unprotected families database";
    3. Orphans should present the birth certificate, the death certificate of the parents;
    4. A member of a large family - a document confirming the fact that there are five or more siblings in a family (birth certificate, birth certificates of siblings, parents' certificate confirming marriage);
    5. Person living in the occupied territory - a citizen of Georgia, a neutral identity card or a neutral travel document;
    6. Students who are children of the persons dead for the purpose of protection of the country's territorial integrity should present the relevant document issued by the State Service of Veterans Affairs.
  3. Student Applications with the relevant attached documents are registered in the Chancellery of the institution; they are reviewed by the training process management service with the faculty and gives to the Rector with the paper of recommendation. The Rector, at the beginning of the new academic year, there is issued the relevant order on financial benefits for the students.
  4. If a student violates the internal regulation of the institution, the ethics and disciplinary liability standards, he/she will not have the right to take benefit.
  5. If some part of a student's tuition fee is covered by the state (grant) the benefit will be deducted from the student's remaining tuition fees.

## **Chapter IX. Awarding an academic degree**

### **Article 31. The rule of awarding an Academic degree**

1. The higher education program is considered to be completed if the student obtains no less than 240 ECTS credits determined by the relevant higher educational program.
2. After obtaining credits determined for bachelor's level, the person is awarded the relevant qualification and is given a diploma and diploma attachment approved by the

rector of the institute and agreed with the Ministry of Education, Science, Culture and Sport of Georgia as well as the Ministry of Finance of Georgia.

## **Chapter X. Final conclusions**

### **Article 32. Final conclusions**

1. The present Rule is approved by the Rector with submission of the Academic Council.
2. Changes in the present Rule are made by the academic council of the institute and they are approved by the Rector of the Institution.