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Chapter I Obtaining and Managing of the Student's Status

Article 1. Student's enrolment prerequisite

- 1.1. Enrolment of the student at the academic higher education first level (bachelor's program) is conducted based on the united national exams or for foreign country citizen or in the excluding case established by the legislation of Georgia for citizen of Georgia according to the established rule of Ministry of Education and Science of Georgia and Annex N6 of bachelor's education regulation, administrative regulation and order of rector of the university.
- 1.2. In order to obtain the status of the student the person is obliged to complete the electronic application referred at the web-site of the university, to submit the below listed documents and conclude the contract with the university. Documentation to be submitted;
 - Copy of the identification document
 - Notarized copy of the state certificate of complete general education (certificate)
 - Copy of military registration document (in cases of sons)
 - Photo (3X4)
 - Other documents considered by the order of the vice-rector of the academic process administration and in informative technologies field
- 1.3. To submit the registration documents by the electronic carries is mandatory.
- 1.4. Without passing united national exams in the higher educational institution the entrant/international student in order to obtain the status must meet the prerequisite of the enrolment at the program and is obliged to have an administration registration according to the established rule for enrolment of the international student.
- 1.5. The registration documents are being stored as a electronic copy in the personal case of the student. The certificate is kept in the original form. Based on the application the student is entitled to recall the documents existing in his/her personal case by the specified term, to overdue such term it will be the basis of suspending the status of the student.

Article 2. Conclusion of the Agreement between the Student and the University and Conditions for Payment the Tuition Fees

- 2.1. Based on the submission the registration documents, the agreement is being concluded between the student and the university by the term of the relevant education program duration.
- 2.2. The person is obliged to pay the tuition fee such amount, which exceeds the obtained state learning grant (the different rule of tuition fee payment may be detected according to the rector council decision) within two days after conclusion the agreement with the university.
- 2.3. The agreement is valid according to the established rule by the Section 2.1. of this Article and upon the tuition fee payment within the specified terms.
- 2.4. In case of failure the payment According to the established rule by the Section 2.2. of this Article and within the specified terms, the submitted documents will be returned to the entrant and he/she will be enrolled at the bachelor's program.
- 2.5. During the term of the agreement changing of the tuition fee is allowed only in the event of the essential changes of the circumstances, upon the decision of the rector council. The essential changes of the circumstances represents the following items:
 - (A) Sharp devaluation of the national currency ((Depreciation of not less than 40% against the US dollar or euro exchange rate on the day of the conclusion the contract)
 - (B) 30% annual inflation indicator

(C) Basic change of the Entrepreneurial or tax legislation, what will be significantly reflected on the incomings, expenses and profit of the university (in other equal conditions causes reduction the profit by 50% after taxation)

(D) 100% increase in the average salary established by the statistics national bureau

(E) The relevant resolution of the government of Georgia

(Is valid since 2021-2022 academic year)

2.6. Termination of the student's status is the prerequisite of the paid tuition fee returning.

2.7. The tuition fee is returned to the student in such case if the student addresses to the university by the statement about termination of the student's status:

(A) before beginning the academic year - the university retains 30% of the annual tuition fee

(B) within 4 weeks after beginning the academic year - the university retains 50% of the annual tuition fee

(A) before starting the second semester - the university retains 75% of the annual tuition fee

2.8. The special cases regarding the partial/full release from the tuition fee or delay of payment/split reviews the social issues committee of the university, which the students should address by the statement via „My UG“ within the terms specified by the rector.

Article 3. The Relation Official Media „My UG“ between Student and University

3.1. The electronic platform „My UG“ represents the official communication mean between the students, administration and professor-teachers, which gives the possibility of resolving as administrative issues (receiving/sending of the certificate, writing of the statement, complaint and etc.) lecture-exam process as well electronically, remotely controlling, receiving the information regarding the academic process (educational program, syllabus, grading, examination table and etc.) planning/controlling of the academic process (academic registration on the components, loading of works, receiving of the learning materials and etc.) and various information regarding the student's life (conferences, events, students' clubs and their activities).

3.2. The student is obliged to check the received correspondences regularly via electronic platform „My UG“ .

3.3. The student is being informed through the electronic platform „My UG“. The student is obliged to read the administration notifications in timely manner. Otherwise, the university will not be responsible on the caused results.

3.4. All statement of the student is being received by the electronic form through „My UG“. The information about the status of the statement is available for the applicant.

3.5. The student connects to any of the employees of the university via electronic system of notification.

Article 4. Identification Card of the Student

4.1. The student is given by the user code and password for access on the university electronic users area „My UG“.

4.2. To use the identification card or unique number of the other student is prohibited.

4.3. The identification card form is being confirmed according to the order of the rector. The price of the identification card is included in the tuition fee.

4.4. In the case of losing the identification card, the student is obliged to address the security and labor safety service by the statement.

Article 5. The Personal Data of the Student

- 5.1. In the event of changing the contact details (address, telephone number) the student is obliged to enter such changes through „My UG“ within a week. In the event of changing the name/surname the studying process administration service (EDUCATIONAL PROGRAM ACCREDITATION BOARD) should be notified immediately. The university is not responsible on the caused results due to failure the notification of data by the student.
- 5.2. To transfer the personal data about student to the third persons is allowed only in the cases considered by the legislation.

Chapter II. Administrative and Academic Registration

Article 1. Administrative Registration

- 1.1. Administrative registration of the student means full payment of tuition annual fee or payment according to the established rule by the rector council (does not apply to students enrolled in an exchange program)
- 1.2. Administrative Registration of the students enrolled in an exchange program is being conducted automatically, based on the information transferred to EDUCATIONAL PROGRAM ACCREDITATION BOARD by the international relations service
- 1.3. The administrative registration terms for the first-year students and students enrolled by mobility are specified according to the order of the rector.
- 1.4. The exchange student status is granted to the student of the higher educational institution of Georgia or the higher educational institution acknowledged according to the foreign country legislation, who collects the determined quantity of the credits within an exchange program in the partner higher educational institution.
- 1.5. Bachelor's course student shall be registered not later than 15th June for the next academic year. The different terms for registration on the academic year/semester may be established by the rector council.
- 1.6. The student having the status of an exchange status involved in the Erasmus Mundus program by the duration of an exchange program in the university of Georgia does not pay the tuition fee, but within the existing exchange program based on the individual memorandum, the student pays the relevant amount to the credits quantity acknowledged by the university of Georgia unless otherwise is agreed according to the memorandum/
- 1.7. If for the beginning of the academic year the total quantity of remained credits for ending the learning by the student does not exceed 60 credits, the tuition fee is calculated according to the credits, where 1 credit price is calculated by dividing on 60 of the annual learning prices.

Article 2. Academic Registration

- 2.1. The academic registration for the bachelor's students means the selection of the learning components for the following semester and forming the individual learning table by the student
- 2.2. In the first bachelor's academic semester the academic registration of the student is being conducted by the university. In each following semester the student conduct the academic registration through „My UG“ in the learning process administration and informational technologies field based on the vice-rector order within the specified terms.
- 2.3. The academic registration is ongoing by two phases (each phase terms is specified in the learning process

administration and informational technologies field under the order of the vice-rector). The phases of the academic registration:

- Preliminary registration
- Final registration

- 2.4. The preliminary registration considers for the given semester by the educational program (in the case of existing the free credits in the educational program from the offered subjects by the university) selection of the desired components from the offered components not less than 30 credits quantity (not more than 75 credits quantity per year) beside the graduating semester students and such cases, when the prerequisite does not give the opportunity to register on more credits).
- 2.5. The final registration considers correction of the preliminary registration before beginning the academic semester.
- 2.6. Correction of the preliminary registration is permitted by the final registration only in such cases if continuing the registration on the components is impossible. The reason may be:
 - Unsatisfying the prerequisite
 - Cancellation of the selected component by the student from the administration side (due to the lack of the student's quantity registration on the given components, due to unavailable of the lecturer in the given semester and etc.)
 - Matching the selected components in time, what makes impossible to form the learning table and the student is forced to refuse on any of the components
- 2.7. The student is entitled to change the choice during two weeks from beginning of the semester, to select additionally or cancel the learning component/components (but the total quantity of the registered components should not be less than 30 credits, excluding the cases specified by the Section 2.2. of this Article). The prerequisite on the additional learning component is payment for the relevant credits price.
- 2.8. The student is entitled during the registration select the mandatory or optional learning components, main and additional specialties considered by the educational program.
- 2.9. In special cases, the university reserves the right to change the selected learning component day, time and lecturer by the student.
- 2.10. If the status of the student is suspended and during such time the modification of the educational program was conducted, after restoring the status the modified requirements of the program may be applied on the student due to the purposes of the program, under the decision (**of Independent Educational Program** in the case of Program Development Council) of the school council.

Chapter III. Mobility

Article 1. Move on the other Educational Program (internal mobility)

- 1.1. The internal mobility is being conducted before beginning of new academic semester. The additional conditions are being determined under the decision of the rector council
- 1.2. During moving on the other educational program through the internal mobility, the fee for the student learning is determined by the current fee on the selected program by the mobility. In the separated cases the different conditions may be determined under the decision of the rector council.
- 1.3. The credits acknowledging committee determines the compatibility of the achieved academic results within the educational program and passed learning components on the united states exams by the student moved on the program through the mobility. Before determination of the compatibility by the credits acknowledging committee, the student is not entitled to register on the courses.

Article 2. Transfer by Enrollment (External Mobility)

- 2.1. The applicant of enrollment through the mobility is obliged to submit the following additionally to the university:
 - The student's study card (marks sheet)
 - Extraction from the student enrollment order
 - Syllabus brief description
 - Additional documents, which may be determined during the learning process administration and in the informative technologies field under the vice-rector resolution
- 2.2. Certificate about the status of the student or extraction about suspending/terminating of the status the student from the order.
- 2.3. The credits acknowledging committee determines the compatibility of the achieved results of learning within the educational program by the student and makes decision about acknowledging the relevant credits. In this purpose, the committee is entitled to request from the student to submit the description of the passed learning components, syllabuses or any such documents based on which there will be possible to determine the competence or/and to pass the exam
- 2.4. The supervisor of the program makes decision about appointment the exam (academic dean) and also provides its management
- 2.5. Before acknowledging the credits by the credits acknowledging committee the student is not entitled to register on the courses

Chapter IV. Suspending and Terminating the Status of the Student

Article 1. Suspending the Status of the Student

- 1.1. The basis of suspending the status of the student:
 - (A) Personal statement
 - (B) Failure of the administrative registration
 - (C) Failure of the academic registration
 - (D) Decision of the disciplinary committee
 - (E) Failure of the obligation considered by the Section 1.5. of the Chapter I of this Regulation
- 1.2. During suspending the status of the student, the paid tuition fee is saved for the student by the following principle, in the following cases:
 - (A) fully, if the status suspending is conducted before beginning the academic year during the first four weeks
 - (B) half of the annual fee, if the status suspending is conducted before beginning the academic year after four weeks
 - (C) quarter of the annual tuition fee, if the status suspending is conducted during the first four weeks since beginning the second semester
- 1.3. The student is able to use the kept tuition fee in the case of restoring the status in the university of Georgia.
- 1.4. The kept tuition fee is being returned to the student by the following rule and amount:
If the student addresses to the university by the statement about returning the amount:
 - (A) before beginning the academic year - the university retains 30% of the annual tuition fee
 - (B) within 4 weeks after beginning the academic year - the university retains 50% of the annual tuition fee
 - (A) before starting the second semester - the university retains 75% of the annual tuition fee
- 1.5. For students enrolled by mobility or without passing the united exams, the term counting considered by

this article is being started since the enrollment order date.

- 1.6. During the ongoing semester, in the case of suspending the status of the student, the interim grades of the student are annulled. In the same semester, in the case of restoring the status of the student, the interim grades of the student are restored.
- 1.7. During the suspending status of the student, the university and the student are released to fulfil the rights-obligations under the agreement, besides the rights and obligations caused before suspending the status.

Article 2. Restoration the Status of the Student

- 2.1. The statement for restoration of the status of the student is being accepted:
 - (A) in order to continue the learning since the autumn semester - from 20th to May of 15th June
 - (B) in order to continue the learning since the spring semester - from 30th September to 24th December
- 2.2. During the overdue of the status restoration term by the student, the rector council reviews the status restoration issue. During satisfying the request on the status restoration, the rector council determines the status restoration conditions.
- 2.3. The prerequisite of the restoration status of the student is:
 - (A) to fulfil the undertaken obligations by the student toward the university, if the status suspending basis was failure of such obligations fulfil
 - (B) elimination of other reasons for suspending the status
- 2.4. The status of the student will not be restored if there is existing the basis of termination the status considered by this resolution. The rector council reviews the special cases.

Article 3. Termination of the Status of The Student

- 3.1. The basis of termination the status of the student:
 - (A) suspending of the status of the student more than 5 years
 - (B) failure of achieving the learning results (according to the Section 9.7. Of the Article 9)
 - (C) graduating the relevant level of the educational program
 - (D) Personal statement
 - (E) Decision of the disciplinary committee
 - (F) Moving on the other higher educational institution through the mobility rule.

Chapter V. Learning Process

Article 1. The Course of the Learning Process

- 1.1. The Academic year is divided by two semesters (the dates of beginning and ending the semesters are specified by the academic calendar, what is being prepared by **EDUCATIONAL PROGRAM ACCREDITATION BOARD** and is being confirmed at the rector council)
- 1.2. Under decision of the rector council the academic year may be planned by trimester or quarto-mester principle
- 1.3. The semester is being divided by the academic weeks and the contact hours with the students considered by the learning components are specified for each week
- 1.4. The contact time specified by the learning component is divided by the academic hours. 1 academic hour's duration equals to 50 minutes. 10 minutes break is specified between the academic hours.
- 1.5. Due to the individual needs of the students the mechanism is active in the university, on the base of which

the individual curriculum is being created. The student statement about the creation of the individual curriculum is being reviewed at the school council (in case of Independent Educational Program on the Program Development Council) The relevant department/Independent Educational Program administration by the individual approach principle determines the curriculum for the student, hours workload and teaching methods

- 1.6. The teaching process is not ongoing:
 - (A) Feast of Dormition of Virgin - 28th August
 - (B) St. George's Feast - 23rd November
 - (C) Independent day - 26th May
 - (D) Christmas and New-Year Holidays - from 24th December through 7th January
 - (E) Eastern week - from the previous Wednesday of Eastern through the following Tuesday
- 1.7. The standard quantity of students in group is determined by 25 students, the quantity may be increased as an exemption.
- 1.8. In the case of enrollment less than 15 students in the group, the university reserves the right do not open the group (except foreign languages, laboratorial studies)
- 1.9. The university is obliged to open the group in the event of any quantity of enrolled students on the component if from the enrolled students at least one of them have not failed in any of the components from the enrollment and beginning the study through the final semester
- 1.10. In the separate cases, determining the expediency of opening the group is upon the discretion of the school director/head of the department/Independent Educational Program administration dean

Chepter VI. Grading Forms Administration

Article 1. Mid-term and Final Grading Administration

- 1.1. At the level of bachelor's teaching the relevant school/department/Independent Educational Program administration provide the mid-term grading administration.
- 1.2. The teaching process administration service provides the final exam administration.
- 1.3. Before one week of carrying out the final exam at the bachelor's teaching level, the student is notified of the date, time, auditory of the exam, and the intended place for him/her.
- 1.4. In the case of the existing verbal component, the final exam is being conducted by the relevant course curator of the committee or under the chairmanship of the program head. The committee is manned at least by three members.
- 1.5. One astronomic hour is intended for the bachelor's teaching level mid-term exam, but for the final exam - two astronomic hours. In the case of the remote exam, also due to the specific it is the possible existence of the different regulation, which is outlined by the relevant program (by the component syllabus)
- 1.6. Upon the permit of the rector, the member of the student's self-government or other interested person has the right to attend the exam.

Article 2. Conditions for Admission to the Exam

- 2.1. Admission to the exam for a student is to appear at the university at the specified exam time, to introduce the identification card or certificate and to take the place intended for him/her. In the case of the remote exam at the specified exam time to implement online video inclusion and to introduce the identification card to the examiner.
- 2.2. The student will be permitted at the final exam, who collect 51 points in accordance the mid-term grades

and final exam maximal point.

Article 3. Behavior Rule at the Exam

- 3.1. During ongoing exam process the following is prohibited:
 - (A) To indicate the name, surname or any type of indication of the student in the exam work to identify the person
 - (B) To read the exam questions before beginning the exam time
 - (C) Speaking or other type indicating at the exam auditory
 - (D) Usage of any aid means
 - (E) Leaving of the auditory before delivery the exam work
 - (F) Having turned on smartphone and other electric devices (beside the calculator)
 - (G) In the event of the computer exam beside the „UG System“ usage of other software and internet (except the cases considered by the Section 3.4 And 3.5. Of this Article)
- 3.2. During action specified by Section 3.1. Of this article the student is being removed from the exam and the relevant protocol is being compiled. The student loses the right to restore this exam.
- 3.3. In the case of any question, the student should hand up and ask a question after coming the supervisor.
- 3.4. During ongoing the exam it is allowed to use water and medicines, also other items and learning material allowed by the teaching process administration service due to the needs of the exam.
- 3.5. The possibility of using the supporting material (guidelines, code, software and etc.) access to the internet by the student will be preliminarily notified to the process administration service by the relevant course curator.

Article 4. Restoring of Mid-term Grading

- 4.1. If the student misses the mid-term grading in the course by the honorable reason, he/she is able to request the restoration of the mid-term grading without any fee. Only 1 mid-term grading form restoration is allowed in the separate teaching component.
- 4.2. The honorable reasons are the following:
 - (A) Health condition
 - (B) Death of the relative
 - (C) Necessity of appearing in the state authority
 - (D) Wedding of own or family member
 - (E) Born of the child
 - (F) Participation in the national sport event
 - (G) Business trip
 - (H) The other objective circumstance, which administration is considered as honorable
- 4.3. Participation in the scientific conference
- 4.4. The students moved on through the mobility or participating in the exchange program, who have been joined lately in the learning process 3 weeks grading will be restored, which had been carried out before involving the student in the learning process
- 4.5. at the bachelor's level, the student is entitled to write the statement about the mid-term grading restoration to the name of the head of the program on the 13th week. She/he should indicate particularly which mid-termgrading form restoration is requested and should attach the certificate of confirming the missing by the honorable reason.
- 4.6. At the bachelor's level, in the case of missing the mid-term grading due to the health condition the student

writes the statement through „My UG“ on the relevant template, the mentioned is reviewed by the medical and insurance service and in the case of deem the illness as a honorable reason transfers the satisfied statement to the head of the relevant program; The student is entitled to introduce the certificate about the illness; in the case of not satisfying the statement by the physician the mid-term grading does not subject to restore

- 4.7. In the case of missing the mid-term grading by the honorable reason the mid-term grading will be assigned for the student on the 14th week.

Article 5. Restoring of the Final Exam

- 5.1. Restoration of the final exam is being carried out only once, during the week of restoring the exam
- 5.2. The term for restoring the final exam may not exceed the ending term of the academic semester
- 5.3. The interval between the final exam and its restoring should be not less than 10 calendar days
- 5.4. The table for the final exam(s) restoring will be notified to the student through the exam table of „My UG“ at least two days earlier before carrying out the exam
- 5.5. In the case of missing the final exam due to the illness, the student writes the statement through „My UG“ at the relevant template, not later than the next day of the final exam, which will be reviewed by the medical and insurance service and in the event to deem the illness as the honorable reason the satisfied statement will be transferred to EDUCATIONAL PROGRAM ACCREDITATION BOARD. In the event of not satisfying the statement by the medical and insurance service the exam does not subject to the restoration
- 5.6. The student is entitled through „My UG“ to submit the certificate of illness to EDUCATIONAL PROGRAM ACCREDITATION BOARD within 3 days from carrying out the final exam. In the certificate should be indicated on which exam(s) could not attend the student due to the health condition
- 5.7. In the event of missing the final exam due to the other honorable reason, to obtain the right on restoring the exam, the student through „My UG“ should address to SPPA not later than the next day of carrying out the exam and should introduce the certificate of the honorable reason before restoring the exam
- 5.8. The cases considered by Section 4.2. of the Article 4 of this chapter, the honorable reasons of the final exam missing In the case of deem the missing reasons of the exam as a honorable , the restoration of the exam is free of charges
- 5.9. The student, which is differed by the significant successes in the public activities, sport or art field, in particular, if the student is the winner of Georgia and International tournaments, international competitions, festivals, prize winner, laureate and etc., in the case of introduction the relevant document has the right to restore such exam free of charges, which missing reason is participation in the relevant event. In such case, the student must apply through "My UG" and address to the EDUCATIONAL PROGRAM ACCREDITATION BOARD at least one day before the exam and attach the relevant documentation.
- 5.10. The student has the right to request the restoration of the missed exam due to unreasonable reasons in case of payment of the relevant fee. In such case, the student through "My UG" addresses to EDUCATIONAL PROGRAM ACCREDITATION BOARD no later than two following business days of the exam. The statement must be attached by a receipt for payment of the exam restoration fee
- 5.11. The amount of the final exam restoration fee is determined/ changed in the finance-economic field under the resolution of the vice-rector

Article 6. Appeal the Course of the Examination

- 6.1. In case of dissatisfaction with the mid-term grading form / the final exam, the student is entitled to apply to the Vice-Rector for Administration of the teaching process and Information Technology field through "My UG" on the day of the exam.
- 6.2. The vice-rector reviews the student's complaint. In the case of satisfying the complaint of the student, the re-examination will be scheduled in the restoring week of the exams and the previous exam results will be annual

Article 6. Reflecting of the Results of the Exam

- 6.1 During grading the student in the component, the final point is rounded to the whole number. Five tenths or five hundredths are rounded by the more figure
- 6.2 The results of the knowledge in the data base will be reflected within 7 calendar days term.
- 6.3 The complaint of the student is being received on absence of the grading within 7 days from the expiration of the results reflecting
- 6.4 The student during grading receives the information individually about ways of achieved results, defects and improving of the results

Article 7. Appeal of the Grading

- 7.1. The student is entitled to see the written work (to request the verbal remote exam video/audio record) and appeal the received results on the mid-term grading, within 2 business days after reflecting in grading „UG System“ (the day for results reflecting is deemed the first day)
- 7.2. The student through „My UG“ addresses by the work (video/audio record) to the own program head. Within two business days after receiving the work the student is entitled to address by the mentioned mid-term grading appeal statement to the own program head. through „My UG“. The head of the program makes decision on the admissibility of the mid-term grading appeal
- 7.3. Not later than the next day from publication of the final exam results the students is entitled to address the own program head by the statement through „My UG“ and appeal the final exam results. Appeal of the verbal component final exam carried out in the remote mode is being conducted according to Sections 7.1, And 7.2. of this Article
- 7.4. The student should indicate in the statement which question or which part of the grading does he/she protesting.
- 7.5. The program head makes decision on the grading appeal admissibility according to Sections 7.2., 7.3., And 7.4. Of the Article 7
- 7.6. Within 7 calendar days from receiving the statement the program head provides review of the statement and transfers the results to EDUCATIONAL PROGRAM ACCREDITATION BOARD
- 7.7. In order to review the appealed work the program academic dean provides calling the committee
- 7.8. In the event, the grading form of the other department program component was appealed, the program head addresses to the relevant department by request on call the committee and review of the appeal. The relevant department head is obliged to provide holding the committee meeting within the terms specified by Section 7.6 of this Article And transfer the results to EDUCATIONAL PROGRAM ACCREDITATION BOARD
- 7.9. The mandatory member of the appeal committee are the following: The relevant program academic dean, the component curator (in the case of his/her absence other professor providing the same component). The

member of the committee may be the same component providing other professor, component supplier department/school professor. The permit on participation at the committee meeting has the competence seller and purchaser head of the department/director of school as well.

- 7.10. The special protocols are being compiled at the appeal committee meeting. The chairman of the meeting is such program academic dean, whose student appealed the grading form. If the head of the department or director of school attends the committee meeting – according to the hierarchy. If the other department program component grading form was appealed, the chairman of the meeting will be the head of the competence supplier department (in the event of participating the school director, - school director). The secretary of the meeting is the manager of the department/school (in the case of independent teaching program, which administration is not conducted by the school – the manager of independent teaching program)

Article 8. Extra Exam

- 8.1. 100 points grading system is active at the university
- 8.2. The educational program learning component is overcome in the case of receiving 51 point (51%)¹
- 8.3. The final exam is 40 points. In order to pass the final exam it is mandatory to receive not less than 20 points (50%)
- 8.4. The student, who could not receive the specified minimal point (20 points) for passing the final exam, but by the mid-term grading forms has collected not less than 41 points, will be allowed at the additional exam
- 8.5. The student, who has received the specified minimal point in order to pass the exam, but collectively by all grading could not collect 51 points, but could collect 41 points, will be allowed at the additional exam.
- 8.6. The additional exam is being carried out within 10 days from announcing the final exam results. The mentioned obligation does not applied toward the dissertation, master's project/work, creative/executing work or other scientific project/work.
- 8.7. At the additional exam wisher should address EDUCATIONAL PROGRAM ACCREDITATION BOARD by the statement within 2 business days after publication of the exam results. The publication day of the exam results is deemed as the first day

Article 9. Average of the Results

- 9.1. The average points of the results is being specified as follows:

In all teaching component selected in the relevant period (subject, laboratory, work,) The sum of received point and multiplied credits is being divided on the same components' credits sum. Each component is being calculated in the relevant period (annually, semester) once, by maximal grading.

The formula to calculate the results average

$$\text{Average of the results} = (\sum K_n * Q_n) / \sum K_n$$

- Where K_n is the component's credit, Q_n - received point, n -selected components quantity
- The received Q_n point in each component participates in the formula just once, in the relevant period (annually, semester) by obtained maximal grading

- 9.2. The average point of the results will be calculated at the end of each academic year
- 9.3. The results of learning is achieved, if:

- (A) the student has overcome all components
- (B) the average of the student's results is not less than 51

- 9.4. If the average of the results is less than 51 (to whole including the final academic year passed/included components credits sum exceeds 60), the student is treated in the „special mode“ and is given the additional 1 (one) year to improve the average of the results
- 9.5. For students being in the „special mode“ during selection of the groups the certain limit is provided and manning of the groups and administration of the teaching process is ongoing from the administration side by more supervising
- 9.6. After expiration of the probation period, the average of the results is being calculated according to the components, but the teaching results are not achieved, if the average of the results is less than 51

Article 10. The Average Coefficient of the Results (GPA) (annual, semester)

- 10.1. The average coefficient of the results is being specified as follows:
- 10.2. The students having the average points less than 51 (GPA) equals to 0. Ranked list (sorted in descending order) is compiled with the points accumulated by students (more than 51). Each point is treated in the certain percentage interval. 4 % being in the top of the ranked list will be compliant with the first box (97 - 100 (%) rank) given in the table, the following 3% - 94-96 (%) rank and etc. According to this split the student is being granted (annual, semester) the average coefficient of the results (GPA).
- 10.3. (Remark: the student having the highest point from the students having more than 51 average points will be appeared in 97-100 percentage rank and according to the table he/she will be granted the university grading A+, but his/her GPA will be equaled to 4,00
- 10.4. the student having the lowest point from the students having more than 51 average points will be appeared in 51-60 percentage rank and according to the table he/she will be granted the university grading E, but his/her GPA will be equaled to 1,00

Percentage rate	University grading	Results average coefficient (GPA)
97-100	A+	4,00
94-96	A	3,75
91-93	A-	3,50
87-90	B+	3,25
84-86	B	3,00
81-83	B-	2,75
77-80	C+	2,50
74-76	C	2,25
71-73	C-	2,00
67-70	D+	1,75
64-66	D	1,50
61-63	D-	1,25
51-60	Content	1,00

- 10.5. The average coefficient of the results (GPA) is being calculated at the end of each year

- 10.6. If the average coefficient of the results (GPA) is not less than 3,75 (A and A+) the student is given the scholarship. The prerequisite of the scholarship is to collect the annual 60 credits and retain the status of the student at the university of Georgia; in the case of suspending the status, the scholarship will be given after restoration of the status; but the graduating semester students is being given the scholarship after termination the status due to the end of the educational program
- 10.7. The vice-rector determines /changes the amount and giving additional rules of the scholarship in the financial-economic field

Article 11. Compatibility of Grade

- 11.1. For university grading the results average coefficient with the common grading in Georgia is displayed as follows:

results average	results average coefficient (GPA)	university grading	general grading active in Georgia	
97-100	4,00	A+	A	Excellent
94-96	3,75	A		
91-93	3,50	A-		
87-90	3,25	B+	B	Very good
84-86	3,00	B		
81-83	2,75	B-		
77-80	2,50	C+	C	good
74-76	2,25	C		
71-73	2,00	C-		
67-70	1,75	D+	D	satisfying
64-66	1,50	D		
61-63	1,25	D-		
51-60	1,00	Content	Content	Enough
page				
page				
Negative grading				
41-50		FX	FX	Failed
<40		F	F	Failed

Chapter VII Protecting and Grading of the Bachelor's Thesis

Article 1. Bachelor's Thesis

Toward the bachelor's thesis execution the rules specified by this regulation are active, if according to the separate educational program, unless the different rule is not specified by the relevant school council/of

Independent Educational Program on the Program Development Council.

Article 2. Protecting Council of the Bachelor's Thesis

1. The Protecting Council of the Bachelor's Thesis is being created by the school council and is manned from the bachelor's thesis supervisor, expert and chairman of the council.
2. Only the academic and invited personnel of the university are entitled to supervise the execution of the bachelor's thesis by the student. Co-supervisor may be selected from the invited personnel of the university.
3. The person from the university academic personnel will be selected as an expert of the bachelor's thesis
5. The supervisor / co-supervisor of the thesis assists the student in the preparation of the thesis. Every week meetings are being held between student/students at the territory of the university in the fixed time. The mandatory meetings quantity is 10. Missed meeting by the supervisor/co-supervisor will be restored according to the lecture/seminar restoration rule.

Article 3. Requirements of the Bachelor's thesis

1. Volume of the thesis at the bachelor's level equals to - 14 000-18 000 words, are exception:
 1. Health science school, in which the volume of the thesis equals to - 6 000 - 8 000 words,
 2. Science and technology school, in which the volume of the thesis equals at least 8 000 words.

The rule of the technical design and grading criteria are given in the Annex N1 and Annex N2.

2. The student is obliged to execute each of the component and to send them to the qualification thesis manager by meeting the established deadlines. In the case of failure the deadlines of sending, the deadlines of the student's component may be delayed ones by one week.
3. The preliminary application and the final thesis should be executed in compliance with the rule of the technical design,
4. During the preparation of the bachelor's thesis, it is mandatory to use at least 10 academic thesis.
5. On the confirmation the bachelor's thesis concept, on the preliminary application and the final observance the student will be permitted only under the recommendation of the supervisor. The remarks of the expert and chairman of the council will be reviewed at the council meeting.
6. Student attendance is mandatory at every phase of the thesis presentation.
7. Observance of each phase of the bachelor's thesis will be held if it is attended by more than half members of the council.
8. The maximal grading of the bachelor's thesis is 100 point.

Article 4. Selection of the Bachelor's Thesis

1. The school council is entitled to confirm the research topic before academic registration.
2. In the event of confirmation the research topic, the student selects the qualification thesis within the topic declared by the school and submits to the bachelor's thesis council.
3. At the first meeting of the bachelor's thesis council, the members of the council confirm the research thesis (the draft of the headline in the thesis) and confirm by signing the special form they confirm their consent to be a member of a specific council. The first meeting is being held during the first academic week of the relevant semester.
4. Refining the headline of the bachelor's thesis is allowed including the phase of the preliminary application.

Article 5. Concept of the Bachelor's thesis

1. The bachelor's student presents the thesis-concept by 1500-3000 words volume to the bachelor's thesis council

- at the third week of the relevant semester, at the second meeting of the council, the following is the exception: 1. Health sciences school, in which the volume of the concept equals to - 900-1000 words, 2. Science and technology school, in which the volume of the concept equals at least 1 300 words.
2. The bachelor's thesis concept includes: The problem/issue and hypothesis; the brief review of the special references around the issue to be researched, the adequate methods for the research.
 3. The maximal grading of the bachelor's thesis is 15 points. The members of the council independently estimate the student; the final point obtained by the student will be calculated by the average arithmetic.
 4. The remarks regarding the bachelor's thesis concept and findings are reviewed by the bachelor's thesis council.

Article 6. Bachelor's Thesis Preliminary Application

1. The bachelor's student presents the thesis by volume of 5000 - 7000 words to the bachelor's thesis council at the ninth week of the relevant semester, at the third meeting of the council, the exception is: 1. Health sciences school, which student presents the thesis by volume of 2 000 - 3 000 words, 2. The sciences and technologies school, which student presents at least 3 100 words thesis. The mentioned is used as a future qualification basis.
2. Within the preliminary application it should be presented 1. The brief review of the issue, determination of the problem and expectable results (introduction), review of the existing findings and references (Chapter I), 2. Methodology of the planned research (Chapter II), 3. Applied references (Chapter III). The suspected structure of the thesis should be also given in the preliminary application.
3. Refining the preliminary application, updating extension before submitting the final thesis is acceptable, but the compatibility between the topic headline and the obtained results of previous planned tasks of the research should be retained.
4. The preliminary application grade is 25 points. The council members independently estimate the student; The final point obtained by the student will be calculated by the average arithmetic.
5. The remarks regarding the bachelor's thesis application and findings are reviewed by the bachelor's thesis council.

Article 7. Prerequisite for Access on the Observing the Bachelor's Thesis

1. The student sends the final text of the thesis to the supervisor at the fifth week of the relevant semester, who reads the thesis within 1 week period and makes a decision on the observance of the thesis.
2. The conclusion of the supervisor about access on the thesis observance may be appealed in the bachelor's thesis council, within 5 days after receiving the conclusion.
3. In the case of positive conclusion of the supervisor on the bachelor's thesis, the thesis will be sent to the expert and qualification thesis manager. Expert prepares the conclusion within 5 days, which will be notified to the student and supervisor of the thesis. Before observance, the qualification thesis manager confirms or denies the compatibility with the technical design, which introduces the basis of accepting/non-accepting the thesis at the council. In order to correct the failure, 2 business days are given to the student.

Article 8. Observance of the Bachelor's thesis

1. The student presents the final version of the thesis at the fourth meeting of the council during the ninth week of the relevant semester.
2. The maximal grading of the observance is 40 point. The council members independently estimate the student; The final point obtained by the student will be calculated by the average arithmetic.
3. The student qualification thesis is deemed as passed if the total grading of the student equals not less than 51% of the thesis maximal grading.

Article 9. Issuing the qualification document

The educational program is deemed as completed in the event the student successfully overcomes all components

considered by the program. The student is granted by the qualification considered by the program and is given the relevant qualification diploma.

If the average results are not less than 3.5 student will be awarded a diploma of honor.