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Charter I. Obtaining status of student and its management

Article 1. Prerequisites for student enrollment

1. Enrollment of students in the second level of academic higher education (master's programs) is carried out in case of general master's exams and the results of internal examinations determined by the University or for exceptions for a foreign citizen or a citizen of Georgia established by the Ministry of Education and Science Accordingly, on the basis of administrative registration and the order of the University Rector.

2. The internal exam defined by the University includes: Writing component in a foreign language and interviewing within the topics defined by the respective school.

3. For obtaining a status of student, a person should fill the electronic application indicated on the web page of the university, submit the documents, listed below and execute a contract with the university. The documentation to be submitted:

- Copy of ID (electronic version),
- Notarized copy of bachelor's degree (electronic version),
- Copy of military registration document for males (electronic version),
- Photo (3X4) (electronic version),
- Copy of exam identification card,
- Receipt confirming the payment of the internal exam fee,
- CV, Cover letter (must be submitted for interview by the school upon request),
- Other documents provided by the Vice-Rector's decree in the field of educational process administration and information technologies

4. It is obligatory to submit document on electronic drive too.

5. A university entrant having a right to study in an institution of higher education without passing Unified national exams/Unified postgraduate exams, for obtaining a status of master's candidate (international student) should meet the preconditions for enrollment in the program and is obliged to fulfill administrative registration according to the procedure set for enrollment of international student.

6. Registration documents are kept in electronic form in the student's personal file.

Article 2. Concluding an agreement between the student and the university and the terms of payment of tuition fees

1. In case of successful submission of registration documents and passing the internal exam, an agreement is concluded between the student and the university for the duration of the relevant educational program. The person is obliged to pay the tuition fee established by this Regulation within two banking days after signing the contract with the University; In case of obtaining a state study grant, the student pays the existing difference. Different rules for the payment of tuition fees are determined by the decision of the Board of Rectors. The agreement is valid in accordance with the rules established by this paragraph and within the established time frame from the payment of the tuition fee.
2. In case of non-payment of tuition fees within the time frame established by the procedure established by the first paragraph of this article, the submitted documents will be returned to the master candidate and he / she will not be enrolled in the master program
3. Tuition fees may be changed during the term of the contract only in case of significant changes of circumstances, in case of a decision of the Board of Rectors. A substantial change of circumstances is:
 - (A) Sharp devaluation of the national currency (depreciation of not less than 40% against the US dollar or Euro exchange rate on the date of the agreement)
 - (B) 30% annual inflation rate
 - (C) a fundamental change in business or tax law that has a significant impact on the University's revenue, expenses, and profits (other things being equal, result in a 50% reduction in post-tax profit)
 - (D) Average salary increases by 100% set by the National Bureau of Statistics
 - (E) the relevant resolution of the Government of Georgia

(Effective from 2021-2022 academic year)
4. The tuition fee paid will be refunded to the student if the student applies to the University for termination of status: 1. Before the start of the academic year - the University retains 30 percent of the annual fee, 2. Four weeks after the start of study - the university retains 50 percent, before the start of the second semester, the university retains 75 percent.
5. The tuition fee is deducted from the relevant amount of the state education grant, in case of semester payment - in the second semester of the relevant academic year.

6. Exceptions to the partial / complete exemption from payment of tuition fees or deferral of payment are considered by the University Social Affairs Commission, which must be addressed by the student through the application "My UG" within the time frame specified by the Presidential Order.

Article 3. The official media of student-university relations "My UG"

- 3.1. The official means of communication between the student, the administration and the professors is the electronic platform "My UG", which provides both solutions for administrative issues (receiving / sending a notice, writing an application, writing a complaint, etc.) as well as conducting the lecture-examination process electronically, remotely, information related to the educational process (educational program, syllabuses, assessments, examination table, etc) admission, planning / conducting the learning process (academic registration on the component, uploading papers, receiving teaching materials from the lecturer, etc.) and obtaining various information related to student life (conferences, events, student clubs and their activities).
- 3.2. The student is obliged to regularly check the correspondence received through the electronic platform "My UG".
- 3.3. The student is informed electronically through "My UG". The student is required to read the administration messages in a timely manner. Otherwise, the University disclaims any responsibility for the outcome.
- 3.4. All the applications of student are received in the electronic form, by means of "My UG". The information about the status of application is available for the applicant.
- 3.5. The student communicates with any employee of the University through an electronic notification system.

Article 4. Identification card of student

- 4.1. The student will be given a user code and password for access to the University Consumer Area ("My UG").
- 4.2. It is prohibited to use identification card or unique number of another student.
- 4.3. The form of the identification card is approved by the order of the Rector. Price of identification card is included in tuition fee.
- 4.4. In case of loss of the identification card, the student is obliged to apply to the Protection and Occupational Safety Service.

Article 5. Personal data of students

- 5.1. A student is obliged in case of change of contact information (address, phone number) to confirm a change within one week, using “My UG”. In case of change of name / surname, the Educational Process Administration Service (**SPA**) should be notified immediately. If a student fails to submit data, the university is not responsible for the consequences.
- 5.2. Disclosure of personal data about the student to third parties is allowed in cases provided by law.

Charter II. Administrative and academic registration

Article 1. Administrative registration

- 1.1. Student administrative registration means payment of a minimum tuition fee of at least 18 credits within the registration period (except for the final semester) (does not apply to a student enrolled in an exchange program)
- 1.2. The administrative registration of a student involved in the exchange program is done automatically, based on the information provided to the **EDUCATIONAL PROGRAM ACCREDITATION BOARD** by the International Student Integration and International Relations Service.
- 1.3. The terms of administrative registration for freshmen and students enrolled in mobility are determined by the order of the Rector.
- 1.4. A status of exchange student is given to a student of an institution of higher education in Georgia or to a student of an institution of higher education recognized in accordance with a legislation of foreign state, who collects determined amount of credits in the partner institution of higher education, within the framework of exchange program.
- 1.5. Students register for the fall semester no later than June 30, and for the spring semester no later than February 1. Other terms for registration on academic year/semester can be set by the Rector’s Council.
- 1.6. A student with exchange status, participating in Erasmus Mundus program, does not pay a tuition fee in the University of Georgia during the exchange program, and a student within the framework of exchange program existing on the basis of individual memorandum, pays the sum corresponding to the amount of credits, recognized by the University of Georgia, if otherwise is not stipulated by the memorandum.
- 1.7. If by the beginning of the academic year the total number of credits left by the student to complete the study

does not exceed 60 credits, the tuition fee is calculated according to the credits, where the fee for 1 credit is calculated by dividing the annual tuition fee by 60.

Article 2. Academic registration

- 2.1. Academic registration for a masters student involves the selection of study components for the next semester and the formation of an individual study schedule by the student
- 2.2. For master's degree programs, the student registers academically through "My UG" within the time frame set by the Vice-Rector for the Administration of the Learning Process and Information Technology.
- 2.3. Academic registration takes place in two stages (the terms of each stage are determined by the decree of the Vice-Rector for Administration and Information Technology). The stages of academic registration are:
 - Pre-registration
 - Final registration
- 2.4. Pre-registration means choosing the desired components from the components offered by the educational program for the given semester (in case of free credits in the educational program from the subjects offered by the University) not less than 18 credits (not more than 75 credits per year) except for graduating students (Means).
- 2.5. Final registration involves correcting pre-registration before the start of the semester.
- 2.6. Pre-registration correction is allowed with final registration only if it is not possible to continue registration on the component. The reason may be:
 - Dissatisfaction with prerequisites
 - Cancellation of the component chosen by the student by the administration (due to insufficient registration of students on the given component, due to the unavailability of the lecturer in the given semester, etc.)
 - The selected components coincide in time, which makes it impossible to form a study table and the student is forced to abandon any of the components.
- 2.7. The student has the right to change the choice, choose or cancel the study component / components within two weeks from the beginning of the semester. The precondition for registering on additional teaching component is a payment of the price of corresponding credits.
- 2.8. Student has a right to select mandatory or selective teaching components envisaged in the educational program, and primary and additional specialties.

- 2.9. In exceptional case, the university reserves a right to change a day, time or lecturer of teaching component, selected by a student.
- 2.10. If the student has suspended the status and the curriculum has been modified during this time, modified status requirements may be applied to the student upon reinstatement of the curriculum based on the program objectives, at the discretion of the School Board (In the case of **INDEPENDENT DEVELOPMENT PROGRAM** by **PROGRAM DEVELOPMENT BOARD**)

Charter III. Mobility

Article 1. Switching to another educational program (inner mobility)

- 1.1. An inner mobility is carried out before the start of new teaching semester. Additional conditions are set by the decision of the Rector's Board
- 1.2. When transferring to another educational program with internal mobility, the student's tuition fee is determined by the current fee for the chosen mobility program. In individual cases, different conditions may be determined by a decision of the Rector's Board.
- 1.3. The Credit Recognition Commission determines the compatibility of the learning outcomes achieved by the student within the educational program and the learning components passed in the general master's exams with the mobility program. Until determination of compatibility of credits by the Commission of credits' recognition, a student cannot be registered for teaching components.

Article 2. Enrollment by transfer (external mobility)

- 2.1. The candidate for mobile enrollment is obliged to submit to the University in addition:
 - Student Study Card (Marksheet)
 - A brief description of the syllabus
 - Excerpt from the Order on student's enrollment;
 - Additional documents that may be determined by the decree of the Vice-Rector in the field of educational process administration and information technologies
- 2.2. Reference on the status of student or excerpt from the Order on suspension/termination of status.
- 2.3. The Commission for credits' recognition determines a compatibility of results of study achieved by a student

within the framework of educational program and makes a decision on the recognition of corresponding credits. For this purpose, the Commission is authorized to request the student to submit a description of the educational components, syllabuses or any other document on the basis of which it will be possible to determine the competence and / or pass the exam.

- 2.4. The decision on scheduling the exam is made by the program manager (academic dean) and also manages it.
- 2.5. Until a recognition of credits by the Commission for credits' recognition, a student cannot be registered on program components.

Charter IV. Suspension and termination of student's status

Article 1. Suspending student's status

- 1.1. Basis for a suspension of student's status is following:
 - (A) Personal application
 - (B) Failure to administer administrative registration
 - (C) Failure to complete academic registration
 - (D) Decision of the Disciplinary Commission
 - (E) Chapter I of this Regulation 1.5. Non-fulfillment of the obligation provided for in paragraph
- 1.2. In case of suspension of student status, the tuition fee paid to the student is stored on the following principle, in the following cases:
 - (A) in full if the status was suspended during the first four weeks of the school year
 - (B) Half of the annual tuition fee if the status was suspended four weeks after the start of the academic year
 - (C) A quarter of the annual tuition fee if the status was suspended during the first four weeks after the start of the second semester
- 1.3. The student can use the saved tuition fee in case of restoration of the status in the University of Georgia.
- 1.4. Retained tuition fee is returned back to a student according to the following procedure:

If a student has applied to the University for a refund:

 - (A) Prior to the start of the academic year, the University retains 30% of the annual tuition fee
 - (B) Within four weeks of commencement of study, the University retains 50%
 - (C) Prior to the start of the second semester, the University retains 75%
- 1.5. For students enrolled by mobility or without enrollment in the Unified National Examinations, the time limit

provided for in this Article shall be calculated from the date of the enrollment order.

- 1.6. In the course of semester, in case of suspension of student's status, a student loses interim grades. In case of restoration of student status in the same semester, the student will be reinstated in mid-term assessments.
- 1.7. During the period of suspension of student status, the University and the student are exempted from the performance of rights and obligations under the contract, except for the rights and obligations arising before the suspension of status.

Article 2. Restoration of student status

- 2.1. Applications on restoration of student's status are received:
 - (A) To continue studies from the fall semester - from 20 May to 15 June
 - (B) To continue studies from the spring semester - from September 30 to December 24
- 2.2. If a student delays a restoration of status beyond the term, an issue of status restoration is reviewed by the Council. In case of satisfying a request for status restoration, the Council determines conditions for a restoration of status.
- 2.3. The precondition of status restoration is:
 - (A) Fulfillment of student obligations to the University if the grounds for suspension of status were non-compliance with those obligations
 - (B) Removal of reason behind the suspension of status.
- 2.4. A status of student will not be restored, if the reason for termination of status exists, stipulated by these Provisions. Special cases are considered by the Rector's Board.

Article 3. Termination of student status

- 3.1. The reason of student's status termination is:
 - (A) Suspension of student status for more than 5 years
 - (B) Inaccessibility of learning outcomes (pursuant to Article 9, paragraph 9.7)
 - (C) Completion of the relevant level educational program
 - (D) Personal application
 - (E) Decision of the Disciplinary Commission
 - (F) Mobility transfer to another higher education institution

Charter V. Teaching process

Article 1. Course of teaching process

- 1.1. The academic year is divided into two semesters (start and end dates of the semesters are determined by the academic calendar, which is prepared by the **SPA** and approved by the Board of Rectors)
- 1.2. By the decision of the Board of the Rector, the academic year can be planned on a trimester or quatromester basis.
- 1.3. The semester is divided into study weeks and for each week the contact hours with the student provided by the study components are defined.
- 1.4. The contact time defined by the study component is divided into academic hours. The duration of 1 academic hour is 60 minutes. A 10-minute break is defined between academic hours.
- 1.5. Based on the individual needs of students, the university has a mechanism on the basis of which an individual curriculum is created. The student application for the creation of an individual curriculum is considered by the school board (in the case of **INDEPENDENT DEVELOPMENT PROGRAM** at the **PROGRAM DEVELOPMENT BOARD**). The relevant department / **INDEPENDENT DEVELOPMENT PROGRAM** administration, based on an individual approach, determines the curriculum, hourly workload, and teaching methods for the student.
- 1.6. A teaching process does not happen:
 - (A) feast of Dormition of Virgin- 28 August
 - (B) St George's Day – November 23
 - (C) Independence Day – May 26
 - (D) Christmas and New Year holidays - December 24 to January 7
 - (E) Holy Week – from Wednesday before Easter to next Tuesday including;
- 1.7. The standard number of students in a group is set at 25 students, with exceptions that may be increased.
- 1.8. In case of enrollment of less than 10 students in the group, the University reserves the right not to open a group (does not apply to foreign languages, laboratory courses)
- 1.9. The University is obliged to open a group in case of enrollment of any number of students on it if at least one of the students registered for the component has not been included in any of the components until the last semester after enrollment in the program and the start of studies.
- 1.10. Determining the appropriateness of opening a group in certain cases is at the discretion of the school

principal / head of department / administrative dean of the INDEPENDENT DEVELOPMENT PROGRAM

Chapter VI. Administration of grading forms

Article 1. Administration of mid-term and final evaluation

- 1.1. The administration of the intermediate assessment at the master's level is carried out by the relevant school / department / **INDEPENDENT DEVELOPMENT PROGRAM** administration / educational process administration service.
- 1.2. Administration of final grading is carried out by the Administration Service of Teaching Process.
- 1.3. One week before the final exams at the master's level, the student will be notified of the date, time, audience and place of the exam.
- 1.4. In the presence of an oral component, the final exam is conducted by a commission chaired by the relevant subject curator or program manager. The commission consists of at least three members.
- 1.5. One astronomical hour is devoted to the midterm exam at the master's level and two astronomical hours to the final exam. In the case of remote testing, as well as depending on the specifics of the program, it is possible to have a different regulation, which is written in the appropriate program (component syllabus)
- 1.6. With the permission of the Rector, a member of the student self-government or another interested person has the right to attend the final exam.

Article 2. Conditions for admission to the exam

- 2.1. Conditions for allowing a student to take exams are: timely arrival at the university at indicated time of examination, producing an identification card or document confirming an identity and taking the designated seat in the classroom. In case of a remote exam, turning on the online video at the specified time and presenting the student identification card or ID to the examiner.
- 2.2. A student will be admitted to the final exam, who will accumulate 51 points, taking into account the intermediate grades and the maximum score of the final exam.

Article 3. Rules of conduct for the exam

- 3.1. During the examination process, it is not allowed:
- (A) To indicate a name, surname or any other hint, which would make possible to recognize a student's identity
 - (B) Getting familiar with the subjects of exam before the beginning of examination process
 - (C) Speaking or otherwise hinting in an examination audience
 - (D) the use of any ancillary means
 - (E) Leaving the examination room before submitting the examination paper
 - (F) Possession of a turned on smartphone and other electronic device (other than a calculator)
 - (G) In the case of computer testing, use of any program or Internet service other than the UG System (Except as provided in paragraphs 3.4 and 3.5 of this Article)
- 3.2. In the case of the action specified in paragraph 3.1 of this Article, the student shall be released from the examination and a protocol shall be drawn up. The paper is not evaluated. The student loses the right to resume this exam.
- 3.3. If there is a question, the student should raise his / her hand and ask the question after the observer arrives.
- 3.4. During the examination, it is allowed to use water and medicines, as well as other items or study materials allowed by the Educational Process Administration Service due to the needs of the examination.
- 3.5. Possibility of the student to use the supporting material (textbook, code, computer program, etc.) as well as access to the Internet, is notified in advance to the Service of Administration of the learning process by the relevant course curator.

Article 4. Restoration of interim grading

- 4.1. If a student misses an intermediate assessment in a subject for good reason, he or she may request the reinstatement of the mid-term assessment at no charge.
- 4.2. A valid reason is:
- (A) Health status
 - (B) Death of a relative
 - (C) the need to appear in the civil service
 - (D) His/Her wedding or wedding of a family member
 - (E) Childbirth
 - (F) Participation in a national sporting event

(G) Business trip

(H) other objective circumstances that the Administration deems appropriate

- 4.3. Participation in scientific conferences.
- 4.4. Students who move through the mobility and exchange program and join the study process late will be re-assigned to a 3-week mid-term evaluation conducted prior to the student's involvement in the study process.
- 4.5. At the master's level, in case of missing an intermediate assessment due to a health condition, the student writes an application through "My UG" on the appropriate template, the medical and insurance service shall consider this and, if it is considered an honorable cause of illness, submit a satisfied application to the head of the relevant program; The student has the right to submit a certificate of illness; In case of dissatisfaction with the application by the doctor, the mid-term evaluation is not subject to recovery
- 4.6. In case of missing the mid-term assessment for a good reason, the student will be assigned to restore the mid-term assessment during the recovery week.

Article 5. Resit of final exam

- 5.1. A resit of final exam is carried out only once in the week of exam's restoration.
- 5.2. The term of final exam's restoration cannot exceed the date of teaching semester's end.
- 5.3. The interval between the final exam and its recovery should be not less than 10 calendar days
- 5.4. The student will be notified of the final exam / s schedule through the "My UG" exam schedule at least two days before the exam.
- 5.5. In case of missing the final exam due to illness, the student writes an application through my UG on the appropriate template, no later than the second day of the final exam, which is reviewed by the Medical and Insurance Service and, if deemed an honorable cause of illness, submits a satisfied application to the **SPA**. In case of dissatisfaction of the application by the medical and insurance service, the examination is not subject to recovery
- 5.6. The student has the right to submit a medical certificate to the **SPA** through "My UG" within 3 days after the final exam. The notice must indicate which exam / s student were unable to attend due to the his/her health condition
- 5.7. In case of missing the final exam for another honorable reason, in order to gain the right to resit the exam, the student must apply to the **SPA** through "My UG" no later than the next working day of the exam and submit a document proving the honorable reason before the exam resumes.

- 5.8. The honorable reasons for failing the final examination are the cases provided for in paragraph 4.2 of Article 4 of this Chapter. If the reason for missing the exam is considered honorable, the exam restoration is free
- 5.9. Student, who is distinguished with significant success in the field of public sphere, sport or art, in particular, if a student is a winner, prizewinner, laureate of Georgian or international tournaments, competitions or festivals, in case of submitting respective documents he/she has a right to restore that exam without paying a fee, which was missed because of participation in respective event. In such a case, the student must apply through the "My UG" at least one working day before the exam to **SPA** and attach the relevant documentation to the application
- 5.10. The student has the right to request the reinstatement of the missed exam due to inadequate reasons. In this case, the student will apply to the **SPA** through "My UG" no later than the next two working days of the exam. The application must be accompanied by a receipt for the payment of the test recovery fee
- 5.11. The amount of the fee for the restoration of the final exam is determined / changed by the decree of the Vice-Rector for Finance and Economy

Article 6. Appealing a process of examination

- 6.1. In case of dissatisfaction with the mid-term evaluation form / final exam the student is entitled to apply to the Vice-Rector for Educational Administration and Information Technology through the "My UG" on the day of the exam
- 6.2. The Vice Rector reviews the student's complaint. If the student's complaint is upheld, a re-examination will be scheduled during the exam recovery week and the results of the previous examination will be canceled.

Article 7. Reflection of test results

- 7.1 A final mark in the teaching component, obtained by a student, is rounded off to an integer number. Zero point five or zero point zero five is rounded off towards increase.
- 7.2 The results of the knowledge test will be reflected in the database within 7 calendar days.
- 7.3 Student's claim on non-existence of assessment is received within 7 calendar days after the end of term for reflection of results.
- 7.4 During the assessment, the student individually receives information about the achieved results, shortcomings and ways to improve the result.

Article 8. Appealing an obtained grade

- 8.1 The student has the right to get acquainted with the written paper (request video / audio recording of the oral distance exam) and to appeal the result obtained in the midterm assessment, within 2 working days after the assessment is reflected in the "UG system" (the day of the result is considered the first day)
- 8.2 The student applies to the supervisor of his / her program by submitting an application (video / audio recording) through My UG. Within two working days of receiving the thesis, the student can apply to the head of his / her program with the application for the mentioned interim evaluation through "My UG". The decision on the admissibility of an interim evaluation appeal is made by the Program Manager
- 8.3 No later than the second day after the publication of the final exam results, the student is entitled to apply to his / her program manager through "My UG" and appeal the final exam results. The oral component of the pagan final exam in remote mode is appealed under Article 7.1. and 7.2.
- 8.4 The student should indicate in the statement which issue or part of the assessment he or she is objecting to.
- 8.5 The decision on the admissibility of an appellate assessment is made by the Program Manager according to the requirements set out in paragraphs Article 7 7.2. 7.3. And 7.4.
- 8.6 Within 7 calendar days after receiving the application, the program manager will ensure that the application is reviewed and the results are reflected
- 8.7 The Academic Dean of the Program will set up a commission to review the appealed paper
- 8.8 If the evaluation form of the program component of another department has been appealed, the program manager will contact the relevant department to establish a commission and review the complaint. The head of the relevant department is obliged to ensure the holding of the commission meeting within the time frame specified in paragraph 7.6 of this article and the delivery of the results to the SPA.
- 8.9 Necessary members of the Appeals Commission are: Academic Dean of the relevant program, component curator (in his absence, another professor implementing the same component). A member of the commission may be another professor implementing the same component, a professor from the department / school providing the component. Both the seller of competencies and the head of the purchasing department / school principal have the right to participate in the commission session.
- The session of the Appeals Commission is recorded. The session is chaired by the academic dean of the program whose student has appealed the evaluation form. If the meeting of the commission is attended by the head of the department or the school director - according to the hierarchy. If the evaluation form of the program

component of another department is appealed, the meeting is chaired by the head of the competency provider (in case of the participation of the school principal - the school principal). The secretary of the session is the department / school manager (in case of INDEPENDENT DEVELOPMENT PROGRAM, which is not administered by the school - INDEPENDENT DEVELOPMENT PROGRAM manager)

Article 8. Additional Exam

- 8.1. 100-mark grading system is used in the university.
- 8.2. A teaching component of educational program is passed in case of obtaining 5marks (51%).
- 8.3. To pass the final exam it is necessary to get at least 21 points
- 8.4. A student who fails to get the minimum score set for passing the final exam (21 points), but has accumulated at least 41 points in the intermediate assessment forms, will be admitted to the additional exam.
- 8.5. A student who has received the minimum score set for passing the final exam but has not accumulated 51 points in all the assessment forms, however, has accumulated at least 41 points, will be admitted to the additional exam
- 8.6. The additional exam is held not less than 10 days after the announcement of the final exam results. This obligation does not apply to a dissertation, master project / thesis, creative / performing work or other research project / thesis.
- 8.7. Those wishing to take the additional exam must apply to the EDUCATIONAL PROGRAM ACCREDITATION BOARD no later than 2 working days after the publication of the exam results. The day of publishing the test results is considered to be the first day

Article 9. Average of Results

- 9.1. Average mark of results is determined in the following way:

The sum of points and credit multiplied by each study component selected in the relevant period (subject, laboratory, paper, ...) is divided by the sum of credits of the same components. Each component is calculated once in the relevant period (annually, semester), with a maximum rating.

Formula for calculating the average of the results:

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

- where K_n is a credit of component, Q_n – an obtained mark, n – a number of selected credits.
- The Q_n score obtained in each component participates in the formula once, the maximum score of the results

9.2. obtained in the relevant period (annually, semester) is calculated at the end of each academic year.

9.3. Results of teaching are achieved if:

(A) A student passes every component;

(B) Average value of grades is no less than 51.

9.4. (C) If average value is less than 51 (until the sum of credits of /learned/passed components, including the last academic year, does not exceed 60) a student is placed in the regime of "trial period" and is given an additional year to improve an average value of grades.

9.5. When choosing groups for students in "trial period", there is some restriction of freedom and groups are recruited and the educational process is administered with more supervision by the administration.

9.6. After the expiration of the probationary period, the average of the results is considered according to the components passed, and the learning results are unattainable if the average of the results is less than 51

Article 10. Grade Point Average (GPA) (Annual, Semester)

10.1. GPA is calculated in the following way:

10.2. A student with a GPA of less than 51 is equal to 0. A ranking list (sorted in descending order) is compiled with the points accumulated by students (more than 51). Each mark is placed in a certain percentage range. The 4% at the top of the ranking list will correspond to the first column (97-100 (%) rank in the table), the next 3% - 94-96 (%) rank, etc. The student is given grade point average (GPA) according to this distribution (annual, semester).

10.3. (Note: The student with the highest score out of 51 with an average score will be ranked 97-100 percent and will be given a university grade A + according to the table, and his GPA will be equal to 4.00

10.4. Of the students with a grade point average of more than 51, the one with the lowest score will be ranked 51-60 percent and will be given a university grade of E according to the table, and his or her GPA will be equal to 1.00)

Percentage rank	University Grading	Grade Point Average
		ECTS
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	E	1.00

10.5. GPA is calculated at the end of each year.

10.6. If the GPA is less than 3.75 (A and A +) the student is awarded a scholarship. The precondition for receiving a scholarship is a collection of 60 annual credits and retaining a status of student in the University of Georgia. In case of status suspension, a scholarship is given after the restoration of status; as for the students in graduating semesters, the scholarship is given because of finishing the education program after status suspension.

10.7. The amount of the scholarship and additional rules for issuance are determined / replaced by the Vice-Rector for Finance and Economy

Article 11. Compatibility of grades

11.1. The compatibility of the university evaluation with the average coefficient of results and the general evaluation in Georgia is expressed as follows:

Grade Medium	Grade Point Average (GPA)	University Evaluation	The General Structure of Grading Applicable 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	Satisfactory
64-66	1.50	D		
61-63	1.25	D-		
51-60	1.00	E	E	Sufficient
Negative Grading				
41-50		FX	FX	Failed to pass
<40		F	F	Failed

Chapter VII. Defense and evaluation of the master thesis

29. Master's Thesis

1. A student has the right to complete a master's thesis if he / she has already accumulated 78 credits.
2. The rules set forth in this Regulation shall apply to the performance of a master's thesis, unless a different

rule is established by the relevant school council / INDEPENDENT DEVELOPMENT PROGRAM program development council for a separate educational program.

30. Council on defense of master's thesis

1. Council on defense of master's thesis is established by the School Board and consists of the head of the Master Thesis, the chairman of the expert council.
2. Only academic and visiting staff of the University have the right to supervise the performance of a Master's thesis by a student. Co-supervisor is also can be selected from the invited personnel of the university.
3. A person from the academic staff of the university can be appointed as an expert in the master's thesis, and it is also allowed to invite another person.
5. The supervisor / co-supervisor assists the student in preparing the paper. Weekly meetings are held between student/students and a supervisor on the territory of the university, at fixed time. The number of mandatory meetings is 10. The missed meeting by the supervisor / co-supervisor will be resumed in accordance with the lecture / seminar recovery rules.

31. A Council for humanitarian issues

1. A Council for humanitarian issues consists of the Director of the School of Law, the Director of the School of Health, and the Professor of University Schools. A member of this Council can be a director of school, if he/she is not a chairperson of Council on defense of thesis. Members of Council for humanitarian issues are appointed for three years.
2. A student should apply to a Council for humanitarian issues for the approval of research instrument.
3. Prior to the commencement of the research, the Humanitarian Affairs Council shall examine the questionnaire, test or other material prepared for the study and determine whether it violates the legislation of Georgia, violates human rights and dignity, or whether it is dangerous for human life and health.

32. Requirements for master's thesis

1. The volume of the thesis at the master's level is 18 000 - 23 000 words, with the exception of: 1. School of Health Sciences, in which the volume of the paper is - 12 000-14 000 words, 2. School of Science and Technology, in which the volume of the paper is at least 11 000 words, 3. A school of law in which the volume

of a paper is at least 12,000 words.

The criteria for evaluating a master's thesis are given in Annex 1; The rules for technical clearance are given in Annex №2, in the case of a law school - in Annex №8.

2. A student should complete each component and sent his work to a manager of qualifying works, in compliance with defined term. If the transfer deadlines are not met, the student's component protection dates may be postponed once by one week.

3. Preliminary application and final paper must be completed in accordance with the technical registration rules.

4. The student will be allowed to approve, pre-apply and defend the concept of the master thesis only on the recommendation of the supervisor. The remarks of the expert and the chairman of the board will be discussed at the board meeting.

5. At every stage of presentation of thesis a student's attendance is necessary.

6. Each stage of the master thesis will be defended if it is attended by more than half of the board members.

7. The maximum grade for a master's thesis is 100 points.

Article 33. Selection for master's thesis

1. The school board is authorized to approve research topics prior to academic registration.

2. In case of approval of the research topic, the student selects the qualification thesis within the topics announced by the school and submits it to the Master Thesis Advisory Board.

3. At the first meeting of the Master Thesis Protection Council, the members of the Council approve the research topic (the working version of the title in the paper) and confirm their consent to be a member of the specific council by signing a special form. The first session is held in the first academic week of the respective semester.

4. Refinement of the title of the master's thesis is allowed including the pre-application stage.

34. Concept of master's thesis

1. In the third week of the relevant semester, at the second session of the relevant session, the masters degree student will present a dissertation with a volume of 2500-4000 words before the Master Thesis Protection Council, with the exception of: 1. School of Health Sciences, in which the volume of the concept is - 900-1 000 words, 2. School of Science and Technology, in which the volume of the concept is at least 2,000 words, 3. A school of law in

which the volume of a concept is at least 2,000 words.

2. The concept of the master's thesis includes: Problem / issue and hypothesis; A brief review of the special literature on the subject under study, adequate research methods.

3. Remarks and opinions on the concept of the master thesis are reviewed by the Master Thesis Defense Council.

35. Preliminary application of master's thesis

1. In the ninth week of the relevant semester, a master thesis student submits a paper with a volume of 9 000 -12 000 words to the Master Thesis Council, with the exception of: 1. School of Health Sciences, whose student submits a paper with a volume of 4 000-5 000 words, 2. School of Science and Technology, whose student submits a paper with a minimum volume of 5,700 words, 3. A law school whose student submits a paper of at least 6,000 words. This will be used as a basis for future qualification thesis.

2. The pre-application should include a brief overview of the issue, problem definition and expected outcomes (introduction), review of existing views and literature (Chapter I), planned research methodology (Chapter II), and literature used (Chapter III). The preliminary structure of the paper should also be given in the preliminary application.

3. It is permissible to refine the pre-application, update the extension before submitting the completed paper, but the relevance between the topic title, the originally planned objectives of the research and the results obtained should not be violated.

4. Remarks and opinions on the preliminary application for the master's thesis are reviewed by the Master's Thesis Defense Council.

36. Prerequisite for allowing a defense of master's thesis

1. The student sends the final text of the paper to the supervisor on the fifteenth week of the relevant semester, who is notified of the paper within 1 week and makes a decision on admission to the defense of the paper.

2. The supervisor's report on admission to the thesis defense may be appealed to the Master Thesis Protection Board within 5 days of receiving the conclusion.

3. In case of a positive conclusion of the supervisor on the master thesis, the thesis will be sent to the expert and the manager of the qualification thesis. The expert prepares the report within 5 days, which is introduced to the student and the supervisor. Prior to the defense, the qualification thesis manager confirms or denies compatibility with the

technical clearance rule, which is the basis for accepting / not accepting the thesis. A student is given 2 working days to eliminate defects.

37. Defense of master's thesis

1. On the nineteenth week of the relevant semester, the student submits the completed version of the paper at the fourth meeting of the Board.
2. The maximum defense rating is 100 points. A student's qualification thesis is considered protected if the student's grade is not less than 51% of the maximum grade.
3. After the defense, a public lecture on the paper can be held at the request of the graduate student before the degree is awarded.

43. Issuance of a qualification document

The educational program is considered complete if the student has successfully mastered all the components provided by the program. The student is given the qualification provided by the program and is given a diploma confirming this qualification. If the average of the results is not less than 3.5, the student will be awarded a diploma of honor.