

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

Chapter I. Obtaining and managing student status

Article 1. Prerequisites for the enrollment of a student

Article 2. Signing of the Agreement between the student and the university and the terms of payment of tuition fees

Article 3. Official media "My UG" of the relationship between the student and the university

Article 4. The student's identification card and the rules of using "My UG"

Article 5. Student's personal data

Chapter II. Administrative and Academic Registration

Article 6. Registration of the first-year students

Article 7. Administrative Registration

Article 8. Academic Registration

Chapter III. Mobility

Article 9. Transfer to another educational program (internal mobility)

Article 10. Enrollment by way of Transfer (external mobility)

Chapter IV. Suspension, Restoration and Termination of a Student Status

Article 11. Suspension of a student status

Article 12. Restoration of student status

Article 13. Termination of a student status

Chapter V. Studying Process

Article 14. Course of the studying process

Article 14.¹ Individual studying plan

Chapter VI. Administration of the Methods of Evaluation

Article 15. Obligation to use Tunritin for research papers

Article 16. Administration of midterm evaluation and final/additional exam

Article 17. Terms for admission to the exam

Article 17¹. Rules of Conduct during the exam

Article 18. Cases of missing mid-term evaluation and final/additional exam due to a justifiable reason

Article 18¹. Restoration of midterm evaluations

Article 18². Prerequisites for admission to additional examination

Article 19. Removed

Article 20. Appealing the process of the exam

Article 21. Recording of Exam Results

Article 22. Appealing the Evaluation

Article 23. Evaluation of University

Article 24. Average of Results

Article 25. Grade Point Average (GPA) (annual, semester)

Article 26. Evaluation compatibility

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

Chapter VII. Defense and Evaluation of Master's Thesis

Article 27. Master's Thesis/project

Article 28. Stages of writing of Master's Thesis/project

Article 29. Registration for the component of Master's Thesis/project

Article 30. Memembers of the Master's Thesis/project defense Council.

Article 31. Activities of the Master's Thesis/Project defense Council

Article 32. Master's Thesis/project Leader and co-leader

Article 33. Concept oF Master's Thesis/project

Article 34. Application-in-advance of Master's Thesis/project.

Article 35. Defense of Master's Thesis/project

Article 36. Evaluation of Master's Thesis/project

Article 37. Appealing the Evaluation of the Master's Thesis/project

Article 38. Storage and usage of Master's Thesis/project

Article 39. Issuance of documents confirming qualification

Chapter I. Obtaining and managing student status

Article 1. Prerequisites for the enrollment of a student

1. The enrollment of students at the second level of academic higher education (Master's programs) is done based on the results of Unified Master's exams and internal exams determined by the university, or in the case of an exception established by law for a citizen of a foreign country or a citizen of Georgia - in accordance with the rules established by the Ministry of Education and Science of Georgia and the rules for enrolling entrants/Master's degree candidates/students who have the right to study without passing the unified national exams/Unified Master's Exams, on the basis of administrative registration and the order of the Principal of the University.
2. The internal exam determined by the university includes: a written type component in a foreign language and an interview within the framework of the subject determined by the respective school.
3. In order to obtain the status of a student, a person must submit the documents listed below and sign an agreement with the university. The documents which need to be submitted:
 - A copy of the identification documents (electronic version),
 - A notarized copy of the bachelor's diploma (electronic version),
 - A copy of the document confirming a person apperaring for military registration in the case of males (electronic version),
 - Photograph (3X4) (electronic version),
 - Receipt confirming the payment of the internal examination fee,
 - Other documents stipulated by the order of the Vice-Principal in the field of educational process administration and information technologies

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

4. The submission of registration documents in electronic format is mandatory.
5. A Master's degree candidate (international student) with the right to study at a higher educational institution without passing the Unified Master's exams must meet the prerequisites for enrollment in the program in accordance with the rules for enrolling entrants/Master's degree candidates/students with the right to study without passing the unified national exams/Unified Master's exams and he/she must go through the administrative Registration.
6. Registration documents are kept as an electronic copy in the student's personal file.

Article 2. Signing of the Agreement between the student and the university and the terms of payment of tuition fees

1. In a case of submission of registration documents and successful passing the internal exam, an agreement is signed between the student and the university for the duration of the relevant educational program.
2. The person is obliged to pay the tuition fee established by this provision within two banking days after signing of the Agreement with the university; In case of obtaining a state educational grant, the student pays the difference. Other rules for payment of tuition fees are determined by the decisions of the Council of Principal. The Agreement is valid from the moment of payment of the tuition fee in accordance with the rules established by this paragraph and within the established terms.
2. In case of non-payment of the tuition fee within the terms established by the first paragraph of this Article, the submitted documentation will be returned to the candidate for Master's degree and his enrollment in the Bachelor's Program will not be done for the current semester.
3. Tuition fees can be changed during the term of the Agreement only in case of fundamental changes in circumstances, in an event of a decision of the Council of Principal. A fundamental change in circumstances means:
 - (a) acute devaluation of the national currency (devaluation by at least 40%, compared to the current exchange rate against the US dollar or Euro on the day of the signing of the agreement)
 - (b) Annual inflation rate of 30%
 - (g) A fundamental change in entrepreneurial or tax legislation that significantly affects the University's revenues, expenses and profits (other equal oppositon, results in a 50% reduction during aftermath of taxation)
 - (d) A 100% increase in the average salary determined by the National Bureau of Statistics
 - (e) Another special objective circumstance, which is considered as a substantial change in circumstances.

(valid from 2021-2022 academic year)

4. The prerequisite for the refund of the paid tuition fees is the termination of the student status in accordance with Paragraph 7th and 71st of this Article.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

5. The tuition fee is returned to the student in the event that the student's status is terminated and/or the student applies to the university with a request for termination of status:

(a) Prior to the start of the academic year - the University keeps the tuition fee on the student's balance, but no more than 30% of the annual tuition fee.

(b) During the 4 week after the start of the academic year - the University keeps the tuition fee on the student's balance, but no more than 50% of the annual tuition fee.

(c) Prior to the start of the second semester - the University keeps the tuition fee on the student's balance, but no more than 75% of the annual tuition fee.

5. ¹ The suspension, because of 5 and/or 10 years passing by or termination of student status, upon termination of student status, the student will be refunded the tuition on his/her balance. The amount of refundable tuition is determined by the stage at which the student's status was suspended. If the student's status has been suspended and/or the student applied to the university with a request for suspension of status:

(a) Prior to the start of the academic year - the University keeps the tuition fee on the student's balance, but no more than 30% of the annual tuition fee.

(b) During the 4 week after the start of the academic year - the University keeps the tuition fee on the student's balance, but no more than 50% of the annual tuition fee.

(c) Prior to the start of the second semester - the University keeps the tuition fee on the student's balance, but no more than 75% of the annual tuition fee.

5. ² The rule specified in paragraph 7¹ of this Article applies in case of full payment of the annual tuition fees by the student before the suspension of his her studies. Pursuant to Paragraph 8 of this Article, in case of postponement/splitting of tuition fees for a student, the said student will be refunded the tuition fees on his/her balance, but no more than 50 percent of the annual tuition fees.

5. ³ Upon termination of student status in the cases provided for by the Honor Code of the University, the student's balance will not be refunded.

6. The corresponding amount of the state educational grant is deducted from the tuition fee, in case of semester payment - in the second semester of the corresponding academic year.

7. Partial/total exemption from payment of tuition fees or special cases related to the postponement of a payment are reviewed by the Social Matters Commission of the university, to which the student must apply through "My UG", within the terms determined by the order of the Principal.

Article 3. Official media "My UG" of the relationship between the student and the university

1. The electronic platform named „My UG" is the official means of communication between students, administration and professors, which allows solving administrative issues (receiving/sending notices, writing statements, complaints, etc.), as well as conducting the lecture-examination process electronically, remotely; receiving information related to the education process (educational program, syllabuses,

- Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal evaluations, examination schedule, etc.), planning/conducting the educational process (academic registration on the component, uploading papers, receiving educational materials from the lecturer etc.) and providing various information related to the student life (conferences, events, student clubs and their activities).
2. The student is obliged to regularly check the correspondence received through the electronic platform "My UG".
 3. The student is informed electronically through "My UG" no later than 10 (ten) working days after the submission of the application. The student is obliged to read the notices of the administration in a timely manner, or else, the university will not be held responsible for the resulting outcome.
 4. All student applications are received in electronic form via "My UG". Information about the status of the application is available to the applicant.

Article 4. The student's identification card and the rules of using "My UG"

1. In order for the student to access the electronic user area of the university ("My UG"), he/she will be given a user code and password, and the he/she will also be given a student identification card.
2. It is not allowed to use another student's identification card or unique number.
3. The form of the identification card is approved by the order of the Principal. The cost of the identification card is included in the tuition fee.
4. In case of loss of the identification card, the student is obliged to apply to the Protection and Labor Safety Services. The student pays the cost of re-making the identification card, the amount of which is determined by the order of the Principal.

Article 5. Student's personal data

1. In case of change of contact details (address, phone number), the student is obliged to indicate the change within one week via "My UG". In case of change of name/surname, the education process administration office (hereinafter - "EPAO" /SPAS) should be notified regarding it immediately.
2. The university is not responsible for the outcome which has happened due to the student's failure to provide the data.
3. Providing personal data about the student to third parties is allowed in the cases provided for by law.

Chapter II. Administrative and Academic Registration

Article 6. Registration of the first-year students

1. The registration of first-year students means the submission of the documents specified in paragraph 1.2 of this regulation to the University of Georgia and the

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal payment of the annual tuition fee in full or in accordance with the rules established by the Council of Principal (does not apply to students participating in the exchange program).

2. The terms of administrative registration for first-year students are determined by the the order of the Principal.

Article 7. Administrative registration

1. The administrative registration of the student means the payment of tuition fees within the registration period; during the semester in the amount corresponding to at least 18 credits (does not apply to the student involved in the exchange program).
2. The administrative registration of the student involved in the exchange program is done automatically, based on the information provided to EPAO by the Integration of International Students and International Relations Services.
3. The terms of administrative registration for students and students enrolled with mobility are determined by the order of the Principal.
4. The status of an exchange student is granted to a student of a higher educational institution of Georgia or to a higher educational institution which is recognized in accordance with the legislation of a foreign country - who collects a certain number of credits in the partner higher educational institution within the framework of the exchange program.
5. The student registers for the fall semester no later than June 30, and for the spring semester - no later than February 1. Different registration deadlines per academic year/semester may be determined by the Council of Principal.
6. A student with an exchange status included in the Erasmus Mundus program does not pay tuition fee to the University of Georgia for the duration of the exchange program, as for in the scope of the exchange program based on an individual memorandum, the student pays the amount corresponding to the number of credits recognized by the University of Georgia, unless otherwise stipulated by the memorandum.
7. If by the beginning of the academic year, the total number of credits remaining for graduation by the student does not have 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 8. Academic Registration

1. Academic registration for a student means the selection of study components for the next semester and the formation of an individual studying schedule by the student.
2. The student registers academically for the Master's education programs via "My UG" in the degree of educational process administration and information technologies within the terms determined by the order of the vice-principal.
3. Academic registration takes place in two stages (the terms of each stage are determined by the decree of the vice-Principal in the field of educational process

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal administration and information technologies). The stages of academic registration are:

- Primary registration
 - Final registration
4. The Primary Registration means the selection of the desired components of the educational program and free credits (if defined by the relevant program), which were determined for the given semester by the relevant school, with a scope of at least 18 credits, otherwise the registered credits will be nullified; An exception will be allowed for students in their final semester and/or in cases where the prerequisites do not allow registering for more credits (no more than 75 credits per year).
 5. Taking into account the duration, scope and structure determined by the relevant field characteristics within the educational program of a qualified medical practitioner, the student's study workload during one academic year includes 60 (ECTS) credits. According to the student's individual study plan, the student's study load during one academic year can be determined by more than 60 credits, the total number of credits added above 60 within the duration determined by the field characteristics of the educational program of the graduated medical doctor should not exceed 15 credits in total.
 6. Final Registration means:
 - (a) To specify the day and time for the selected components during the primary registration before the start of the relevant semester in accordance with the schedule proposed by the university.
 - (b) The adjustment of the selected components during the primary registration in accordance with the instances provided for in paragraph 2.6 of this Article.
 7. Correction of the primary registration is allowed with the final registration only if it is not possible to continue the registration on the component. The reason may be:
 - The failure to meet the prerequisites
 - The cancellation of the component chosen by the student from the side of the administration (due to the registration of insufficient number of students for the given component, due to the inavailability of the lecturer in the given semester, and etc).
 - the chosen components having the same time, which makes it impossible to form a study schedule and the student is forced to refuse any component.
 8. The student has the right to change the choice, to choose additionally or to cancel the study component/components within one week after the beginning of the semester. The prerequisite for registration for the additional training component is the payment of the cost of the corresponding credits.
 9. During registration, the student is entitled to choose the mandatory or optional study components, the general and additional specialities provided by the educational program.
 10. In special cases, the university reserves the right to change the day, time or lecturer of the study component chosen by the student.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

11. If the student's status has been suspended and the educational program has been modified during this time, after the status is restored, the modified requirements of the program may apply to the student depending on the goals of the program - by the decision of the School Council (in the case of an Independent Educational Program (hereinafter - "IDP (*DSP*)", by the Program Development Council (hereinafter - "PGC" (*PGS*)).

Chapter III. Mobility

Article 9. Transfer to another educational program (internal mobility)

1. Internal mobility is carried out before the start of the new academic semester. Additional terms are established by the decision of the Council of Principal.
2. When transferring to another educational program via internal mobility, the student's tuition fee is determined by the current fee for the program chosen by mobility. In individual cases, a different term may be determined by the decision of the Council of Principal.
3. The Credit Recognition Commission determines the compatibility of the studying results achieved by the student within the education program and the educational components passed in the Unified Master's Exams to the program of which the student has transferred to via mobility. A student cannot register for subjects until the credit recognition committee determines the compatibility of the credits.

Article 10. Enrollment by way of Transfer (external mobility)

1. The candidate for mobility enrollment is obliged to additionally submit to the university:
 - The copy and electronic version of bachelor's diploma. (or notarized). (JPG format);
 - The original of the identification card document, a copy and the electronic version of the pages where information about the owner is given; (JPG format);
 - 1 printed photo (3X4) and electronic version of it; (JPG format);
 - The copy of the document confirming the person being on the military registration list, a copy and an electronic version of the pages where information about the owner is given (in the case of males); (JPG format);
 - The extract from the order on enrollment in a higher educational institution; (electronic version as well). (JPG format);
 - The notice about the status of the student or an extract from the order of suspension / termination of the status; (electronic version as well). (JPG format);
 - student's study card (mark sheet) sheet), both a copy and an electronic version (JPG format);
 - The electronic version of the syllabus of the subjects or a brief description (annotation) of each subject (in PDF or JPG format);

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

- If the student studied in more than one university, it is necessary to submit the enrollment order, expulsion order, grade report and syllabus from the old university, both in material forms and electronic versions as well. (JPG format)
 - Additional documents, which may be determined by the order of the vice-principal in the degree of education process administration and information technologies.
2. The credit recognition commission determines the compatibility of the studying results achieved by the student within the educational program and makes a decision on the recognition of the relevant credits.
 3. For this purpose, the commission is authorized to request the student to submit the review of the passed study components, syllabus or any other document on the basis of which it will be possible to determine the competence and/or to pass the exam.
 4. The head of the program (academic dean) decides on the appointment of the exam, and he/she also manages it.
 5. The student cannot register for courses until credits are recognized by the Credit Recognition Commission.

Chapter IV. Suspension, Restoration and Termination of a Student Status

Article 11. Suspension of student status

1. The grounds for suspension of student status are:
 - (a) Personal Application
 - (b) Not undergoing through Administrative Registration
 - (c) Not undergoing through Academic Registration
 - (d) The decision of Disciplinary Committee
 - (e) A non-submission of the documents determined by the provision and/or in the case of a request for the document from a personal case files, non-submission within the established deadlines.
 - (f) In the case of a foreign citizen enrolled without passing the Unified National Exams/Unified Master's Exams - failure to receive an evaluation in at least one component of the educational component within 45 calendar days of the academic registration.
2. When the student status is suspended, the tuition fees paid to the student will be kept according to the following principle, in the following cases:
 - (a) Completely, if the suspension of status is effected within the first two weeks of the beginning of the school year
 - (b) Half of the annual tuition fee if the suspension of status is effected after two weeks of the beginning of the academic year
3. The student may use the kept tuition fee in case of restoration of status at the University of Georgia.
4. The kept tuition fee will be returned to the student if the student applies to the university for suspension of status. The amount of refundable tuition is determined by the stage at which the student's status was suspended. If the student's status

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal
has been suspended and/or the student applied to the university with a request for suspension of status:

- (a) Before the start of the academic year - the University keeps the tuition fee on the student's balance, but no more than 30% of the annual tuition fee
 - (b) Within 4 weeks after the start of the academic year - the University keeps the tuition fee on the student's balance, but no more than 50% of the annual tuition fee
 - (c) Before the start of the second semester - the University shall retain the tuition fees on the student's balance, but not more than 75% of the annual tuition fees
5. The rule specified in paragraph 4 of this Article does not apply in the case of the basis for suspension of student status in accordance with subpoint "c" of paragraph 1 of this Article. In case of suspension of the status on this basis, the amount of the returned tuition fee is determined according to the stage at which the status of the student was terminated, in accordance with the rules of Paragraph 7 of the Article 2 of this regulation.
 6. For students enrolled via the method of mobility or enrolled without taking unified national exams, the term provided for in this Article starts counting from the date of strating of of the studies.
 7. In case of suspension of the student's status during the semester, the student's midterm evaluations will be nullified. If the student's status is restored in the same semester, the student's midterm evaluations will also be restored.
 8. During the suspension of the student status, the university and the student are exempted from fulfilling the rights and obligations arising from the agreement, except for the rights and obligations arising before the suspension of the status.

Article 12. Restoration of student status

1. An application for restoration of student status is accepted:
 - (a) For continuing studies from the fall semester - from May 20 to June 30
 - (b) for continuing studies from the spring semester - from 30 September to 24 December
2. The procedure and deadlines for receiving an application for restoration of status for students who have the right to study without passing the unified national exams/ Unified Master's exams are determined by the Order of the Principal.
3. If the student misses the status restoration deadline, the Council of Principal will discuss the issue of the restoration of the status. Upon granting the request for restoration of status, the Council of Principal shall determine the conditions for restoration of status.
4. A prerequisite for restoring student status is:
 - (a) fulfillment of the student's obligations to the university, if the reason for the suspension of the status was non-fulfillment of these obligations
 - (b) Elimination of any other reason for suspension of status

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

5. The student's status will not be restored if there is a reason for termination of the status provided for in this regulation. Special cases are considered by the Council of Principal.

Article 13. Termination of a student status

1. The grounds for termination of student status are:
 - (a) The suspension of student status for more than 5 years
 - (b) The completion of an educational program at the relevant level
 - (c) The personal application
 - (d) The decision of the Disciplinary Commission
 - (e) The transfer to another higher educational institution via mobility

Chapter V. Studying Process

Article 14. Course of the educational process

1. The academic year is divided into two semesters (the start and end dates of the semesters are determined by the academic calendar, which is prepared by EOP (*SPAS*) and approved by the Council of Principal)
2. According to the decision of the Council of Principal, the academic year can be planned on the basis of trimester or quatromester
3. The semester is divided into studying weeks, and for each week the contact hours with the student are determined, while also taking the study components into consideration.
4. The contact time determined by the studying component is divided into academic hours. The duration of 1 academic hour is 60 minutes. A 10-minute break is determined between academic hours.
5. Depending on the individual needs of the students, the university operates a mechanism on the basis of which an individual studying plan is created, the prerequisites for its implementation and the details of the process are determined by Article 14¹ of this regulation.
6. The educational process is not operated on:
 - (a) St. Mary's Day – on August 28th
 - (b) St. George's Day - on November 23rd
 - (c) The Independence Day – on May 26th
 - (d) Christmas and New Year holidays - from December 24th to January 7th
 - (e) Easter Week - from the Wednesday before Easter to the Tuesday of the following week
7. The standard number of students in a group is determined of 25 students, as an exception, it is allowed to increase the number.

- Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal
8. In case of registration of less than 10 students in a group, the university reserves the right not to open a group (does not apply to foreign languages, laboratory studies).
 9. The university is obliged to open a group in the case of registration of any number of students, if at least one of the students registered for the component has not failed any component since the enrollment in the program and the beginning of studies, including the last semester.
 10. Determining the expediency of opening a group in individual cases is at the discretion of the School Principal / Head of Department / Administrative Dean of IDP (*DSP*),

Article 14.¹ Individual studying plan

1. The University of Georgia operates a mechanism on the basis of which the University ensures the creation of an appropriate studying plan based on the individual needs of students. An individual studying plan is created for a specific student, depending on his/her needs, within which the university, based on the principle of an individual approach, determines the program, hourly workload, methods, and etc. for the student.
2. The purpose of creating an individual plan is to meet students who have different and/or special educational needs and require appropriate methods of studying and learning and/or special conditions for academic preparation.
3. An individual study plan is created if the student meets one of the following conditions:
 - 3.1. Has special educational needs;
 - 3.2. Needs different approach during studying and evaluation;
 - 3.3. Has no special educational needs, but needs an individual studying plan for some time.
4. The interested person applies to the Principal, where he/she is obliged to describe in the statement the basis and evidence on why he requests an individual study plan.
5. The Principal forwards the student's application regarding the request for an individual study plan to the Council of Principal for consideration, which makes the following decisions:
 - 5.1. Examines the student's application and determines whether he/she requires an individual study plan based on its argumentative application or not
 - 5.2. Makes a decision regarding the creation of a temporary commission, which is authorized to determine the necessary approaches and needs, which shall be included in the individual studying plan.
 - 5.3. determines the identity of the members of the temporary commission.
6. It is mandatory that one of the members of the temporary commission must be represented by a specialist in the relevant field who knows the specific needs of the student.
7. After a full research of the individual needs of the student, the temporary commission issues a conclusion in a reasonable time, which indicates a detailed description of the

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal individual studying plan and the tasks to be performed by the school, which is sent to the Council of Principal.

8. The Council of Principal approves the conclusion drawn up by the temporary commission regarding the approval of the individual study plan, which is sent to the school for which the need for the creation of an individual study plan has been determined. The relevant school is obliged to ensure the implementation of the individual studying plan.

Chapter VI. Administration of the Methods of Evaluation

Article 15. Obligation to use Turnitin for research papers

1. The Turnitin software must be used to evaluate research papers created during the educational process: qualification papers, scientific Articles, abstracts;
2. At the beginning of the course, the supervisor of the relevant study course/paper is obliged to register in the Turnitin program and warn the relevant students about the obligation to register in the software;
3. Students who finish the papers provided for in paragraph 1 of this Article are obliged to register in the Turnitin software and ensure the uploading of the relevant part of the paper to the program in accordance with the university regulations and/or the deadlines specified by the supervisor of the paper;
4. The use of the Turnitin software, while ensuring the identification of certain methods of violations of academic integrity, serves to raise student awareness of academic integrity. For this purpose, students can upload a trial paper to the Turnitin program and check it in advance, in accordance with the university regulations and/or the deadlines specified by the supervisor before the final upload of the paper. *(In effect from Spring Semester 2024).*

Article 16. Administration of midterm evaluation and final/additional exam

1. Midterm evaluation is administered by the relevant school/department/Administration of IDP (*DSP*) /Studying process administration services.
2. Final/additional exam can be administered by the relevant school/department/Administration of IDP (*DSP*) /Studying process administration services. The separate components may be administered by the relevant school/department/*DSP* administration/*EOP* (*SPAS*).
3. One week before the midterm/final/additional exams, the student will be notified of the exam date, time, auditorium and space allocated for him/her.
4. If there is an oral component, the final/additional exam is conducted by the commission headed by the curator of the relevant subject or the head of the program

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal who will act as the chairperson. The commission consists of minimum three members.

5. No more than two astronomical hours are allocated to the midterm valuation, and 2 astronomical hours to the final/additional exam. In the case of a remote exam, depending on the specifics of the program, there may be a different regulation, which is developed with the corresponding program (with the syllabus of the component).
6. The representative of the school/department/ administration of IDP (DSP) /student self-government has the right to attend the exam in order to observe the process of the midterm/final/additional exam, With the permission of the rector, another interested person also is allowed to do the above provided for in this paragraph.
7. The identity of the persons attending the exam, the time of attendance is agreed with EOP (SPAS), no less than 1 day before the exam.

Article 17. Terms for admission to the exam

1. The terms for a student's admission to the exam is to appear at the university at the specified exam time, to present an identification card or an identity card, and occupy the designated seat. In the case of a remote exam, to carry out online video connection at the specified time and to submit an identification card or identity card to the examiner. A student who, while taking into account the medterm grades and the maximum score of the final exam, can score at least 51 points, will be admitted to the final exam.

Article 17¹. Rules of Conduct during the exam

1. It is not allowed during the process of the exam to:
 - (a) name, last name or any other reference to the identity of the student in the examination paper
 - (b) Speaking or indicating something in any kind of way in the examination hall
 - (c) Use of any aid means.
 - (d) Leaving the examination hall before the completion of the examination paper
 - (e) Having a smartphone or other electronic device turned on
 - (f) in the case of an oral exam, using a software or the Internet other than the "UG system" (except for the cases provided for in Paragraph 4. and 5. of this article)
2. If action, specified in paragraph 1 of this article was committed, the student is removed from the exam and a Protocol is drawn up. The paper is evaluated with 0 points The student loses the right to retake the midterm exam/additional exam.
3. If there is a question, the student shall raise her hand and ask the question after the arrival of the observer.
4. During the course of the exam, it is allowed to use water and medicines, as well as other things or educational materials allowed by the educational process administration services depending on the needs of the exam.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

5. The student's means to use the supporting material (manual, code, computer software, etc.) as well as to access the Internet is notified in advance to the education process administration services by the curator of the relevant course.

Article 18. Cases of missing mid-term evaluation and final/additional exam due to a justifiable reason

1. When submitting relevant supporting documentation within the time limits established by this provision, the following may be considered as justifiable reasons:
 - (a) Status of health
 - (b) Death of a relative
 - (c) Necessity of reporting to the state service
 - (d) His/Her or family member's wedding
 - (e) birthing of a child
 - (f) Participation in a national sports event
 - (g) business trip
 - (h) participation in scientific conferences
 - (i) other objective circumstances, which the administration considers as justifiable.

Article 18¹. Restoration of Midterm Evaluations

1. In the case of missing a midterm evaluation for a valid reason, the student is entitled to request restoration of 1 midterm evaluation in a separate study component.
2. The student has the right to write an application via "My UG" on the template "Recovery of midterm evaluation" in the name of the head of the relevant program no later than the 16th week. In the application, the student must specify which midterm evaluation form he/she is requesting to restore and attach a certificate of absence with a justifiable reason.
3. In the case of missing the midterm evaluation, after the appropriate services confirm the justifiable reason, the student will be assigned to restore the midterm evaluation in the 17th (preparatory) week.
4. Students participating in the mobility and exchange program, who joined the educational process late, will have the 3-week midterm evaluation restored, which was conducted before the student's inclusion in the educational process.

Article 18². Prerequisites for admission to additional examination

1. A student will be admitted to the additional exam if he/she meets one of the following terms:
 - a) He/She has collected no less than 41 points in the relevant component and has received a negative grade (FX) on the final exam, which means that the student needs to work more to pass and is allowed to take an additional exam with working independently;

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

- b) Has missed the final exam with a justifiable reason (Article 18, Paragraph 1.) and submitted relevant supporting documentation within the time limits set by Clause 2 of this Article;
 - c) Has missed the final exam for a non-justifiable reason and submitted the receipt confirming the payment of the additional exam fee. The amount of the additional exam fee is determined by the order of the vice-principal in the financial and economic field.
2. The deadlines and addressees for submitting an application via "My UG" in the case of justifiable reasons provided for in Article 18, paragraph 1, are determined as follows:
- In the case of paragraph (a), (b), (c), (d) - no later than the 2nd day from the day of the additional exam, in the name of EOP (SPAS);
 - In the case of paragraph (e), (f), (g), (h) – 2 days before the day of the additional exam, in of EOP (SPAS);
3. An additional exam is held once, not less than 5 days after the publication of the results of the final exam; The day of publication of the exam results is considered the first day.
4. This obligation does not apply to a thesis, Master's project/thesis, creative/performative work or other scientific project/thesis.

Article 19. Removed

Article 20. Appealing the process of the exam

1. In case of dissatisfaction with the process of the midterm/final/additional exam, the student has the right to contact the vice-Principal in the field of educational process administration and information technologies via "My UG" on the day of the exam. The vice-Principal will consider the student's complaint. If the student's complaint is satisfied, a re-examination will be scheduled in the week of restoration of exams and the results of the previous exam will be annulled.

Article 21. Recording of exam results

1. When evaluating a student in a component, the final score is rounded up addition of a whole number of five tenths or five hundredths.
2. The results of the knowledge examination will be entered in the database within 7 calendar days.
3. The student's complaint regarding the lack of evaluation is received within 7 calendar days after the expiration of the period for recording the results.
4. During the Evaluation, the student individually receives information about the achieved results, shortcomings and ways to improve the result.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

Article 22. Appealing the Evaluation

1. The student has the right to read the written work and appeal the result obtained in the midterm evaluation within 2 working days after the evaluation is recorded in the "UG system" (the day of the recording of the result is considered as the first day).
2. The student applies to the head of his/her program in order to receive the paper through "My UG" and in case of filling Appeal. The decision on the admissibility of the Appeal of Midterm evaluation is made by the program head, who is also entitled to request a video/audio recording of the oral/remote exam.
3. the student has the right to apply to the head of his program through "My UG" and appeal the exam result, no later than the second day after the publication of the results of the final/supplementary exam. The decision on the admissibility of the appeal is made by the program head, who is also entitled to request a video/audio recording of the oral/remote exam.
4. In the application, the student must indicate which issue or which part of the evaluation he/she objects. A general complaint will not be considered.
5. On The grounds of the student's application, the head of the program submits a request to the competence center for the creation of an appeal commission within no more than 2 calendar days.
6. The Competence Center, based on the application of the program head, ensures the formation of the relevant appeal commission, the consideration of the appealed work and the delivery of the results to EOP (SPAS) and the program head within no more than 5 calendar days from the application.
7. EOP (SPAS) will display the results of the appeal commission in the "UG system" within no more than 1 calendar day.
8. Necessary members of the appeals commission are: the head of the relevant program, the curator of the component (in his absence, another professor implementing the same component).
9. Other members of the commission are represented by another professor implementing the same component, the professor of the competence center providing the component.
10. The hearing of the appeal commission is drawn up in Protocol. The chairman of the hearing is the program head whose student appealed the evaluation form (in case of the presence of the head of the department or School Principal at the commission session - in accordance with the hierarchy). If the program component evaluation form of another department is appealed, the session is chaired by the head of the department providing the competence (if the school director participates - the school director). The clerk of the hearing is the manager of the department/school (in the case of the IDP (DSP) - the manager of the IDP (DSP)).

Article 23. Evaluation of University

1. The university has a 100-point evaluation system.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

2. The educational component of the educational program is passed if the student has exceeded the minimum threshold set in the final and/or additional exam and, taking into account the midterm evaluations and the final/additional exam evaluation, it is possible to accumulate at least 51 points (51%).
3. To pass the final exam, it is necessary to get at least 21 points.
4. In a case of missing the final exam, the final exam is evaluated with 0 points.

Article 24. Average of Results

1. The average score of the results is determined as follows:
 - In the corresponding period, the Product of multiplying of the points and credits received in each educational component (subject, laboratory, paper,...) is divided by the sum of the credits of the same components.
 - Each component is calculated in the corresponding period (annually, semesterly) once, with the maximum evaluation.

The formula for calculating the average of the results: is the following

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

- Whereas, K_n is the components' credit; Q_n – obtained point; n – number of chosen components
 - The Q_n points obtained in each component are included in the formula once, with the maximum evaluation received in the corresponding period (annually, semesterly)
2. The average score of the results is calculated at the end of each academic year.
 3. Learning outcomes are achieved if:
 - a) The student has passed every component
 - b) The average of the student's results is not less than 51.
 4. The average of the results is calculated according to the passed components, and the studying results outcomes are not achieved if the average of the results is less than 51.

Article 25. Grade Point Average (GPA) (annual, semester)

1. Grade Point Average is determined via following:
2. A student with a Grade Point Average (GPA) of less than 51 is equal to 0. A ranking list (listed in descending order) is made on the grounds of the points accumulated by the students (more than 51). Each score falls within a certain percentage range. The 4% at the top of the ranked list will correspond to the first graph in the table (97-100% rank), the next 3% - 94-96% rank, and etc. A grade point average (GPA) is assigned to the student according to this allocation.
3. (Note: Among students with a GPA greater than 51, the student with the highest score will be placed in the 97-100th percentile and will be assigned a university grade of A+ according to the table and will have a GPA of 4.00

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

4. Out of the students with a GPA greater than 51, the one with the lowest GPA will be placed in the 51-60th percentile and will be assigned a university grade of E according to the table, and his/her GPA will be equal to 1.00)

| Percent age Ran k | Univeri sty Evalua tion | Grade Poin t Aver age (GP A) |
|--------------------------------------|--|---|
| 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 |

5. Grade Point Average (GPA) is calculated at the end of each year
6. If the GPA is at least 3.75 (A and A+), the student is awarded a scholarship. A prerequisite for receiving a scholarship is the accumulation of 60 credits per year, in addition, in order to receive a scholarship, the student must have an active student status at the University of Georgia or be a graduate of the University of Georgia; In case of suspension of the status, the scholarship will be awarded after the restoration of the status; And for students with a graduating semester, the scholarship is given after the termination of the status due to the completion of the educational program.
7. The amount of the scholarship and the additional rules for granting it are determined/changed by the vice-principal in the financial and economic field.

Article 26. Evaluation Compability

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

1. The compatibility of the university evaluation with the Grade Point Average results and the general evaluation valid in Georgia is defined as follows:

| Average of Results | Grade Point Average (GPA) | University Evaluation | General Evaluation valid in Georgia | | |
|--------------------------------|---------------------------|-----------------------|-------------------------------------|--------------|--|
| 5 types of Positive Evaluation | | | | | |
| 97-100 | 4,00 | A+ | A | Perfect | |
| 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 | Enough | |
| 2 types of Negative Evaluation | | | | | |
| 41-50 | | | FX | FX | He/She couldn't pass (which means that the student needs more work to pass and is allowed to take one additional exam with independent work) |
| | | | | | |

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

| | | | | |
|-----|--|---|---|---|
| s40 | | F | F | He/She failed (which means that the work done by the student is not enough and he/she has to study the subject again) |
|-----|--|---|---|---|

Chapter VII. Defense and Evaluation of Master’s Thesis

Article 27. Master’s Thesis/Project

1. The Master’s Thesis/project is a mandatory research component of the Master's Program, the implementation of which is confirmed by the writing of the Master’s Thesis/project and its defense (presentation, discussion).
2. The goal of the Master’s Thesis/project is to develop the ability of the Master's student to conduct research independently, to present his/her own conclusions, arguments and research results while adhering to academic integrity.
3. The rules specified in this regulation apply to the writing of the Master’s Thesis/project, unless a different rule is established for a separate educational program/school.
4. The Master’s Thesis/project is written by the Master's student individually or in a group, as determined by the respective school. If performed in groups, the review should highlight and indicate the contribution of each participant.
5. Master’s Thesis/project must be done in the language of which the Master's program is taught.

Article 28. Stages of writing of Master’s Thesis/project

1. The writing and defense of the Master’s Thesis/project by the Master's student includes the following stages:
 - 1.1. Academic Registration for Master’s Thesis/project
 - 1.2. Submission of Master’s Thesis/project title
 - 1.3. Presentation and defense of Master’s Thesis/project concept
 - 1.4. Submission and defense of application-in-advance of the Master’s Thesis/project
 - 1.5. Presentation and defense of Master’s Thesis/project
2. A Master's student who does not register for the component of the Master’s Thesis/project within the period specified for academic registration loses the opportunity to complete the said component in the given semester.
3. The Subparagraphs 1.2-1.5 of Paragraph 1 of this Article must be fulfilled in accordance with the deadlines established by the rules for technical design and evaluation of the qualification thesis.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

4. A Master's student who does not complete the stages provided for in sub-paragraphs 1.2-1.5 of paragraph 1 of this article by complying with the deadlines established by the rules for technical completion and evaluation of the qualification thesis, loses the opportunity to perform the component in the given semester.

Article 29. Registration for the component of Master's Thesis/project

1. A Master's student who has accumulated 78 credits within the scope of the Master's program and meets other prerequisites defined by the Master's program, - in that case has the right to write the Master's Thesis/project.
2. The School Council is authorized before the start of academic registration, to approve the list of research topics and/or establish a different rule, which is determined according to the rule of execution and evaluation of the Master's Thesis/project developed by the relevant school, which is an Appendix to the Master's regulation.

Article 30. Memembers of the Master's Thesis/project defense Council.

1. After the completion of academic registration, the School Council, taking into account the topic of the Master's Thesis/project, determines the Memembers of the Master's Thesis/project defense Council, which includes the chairman of the Council, expert of the Master's Thesis/project, Leader of the thesis/project and, if any, Co-leader of the thesis/project.
2. The chairman of the Master's Thesis/Project Defense Council, the Master's Thesis/Project Expert and the Thesis/Project Leader may be a person with a doctorate or equivalent academic degree who has appropriate research and/or practical experience in the field of the Master's Thesis/Project topic.
3. The School Council is authorized to invite a co-leader independently and/or with a substantiated presenstation to the Master's Thesis/project defense Council. The Master's Thesis/project co-leader can be a doctoral student and/or a person with a doctorate or equivalent academic degree who has relevant research and/or practical experience in the field of the Master's Thesis/project topic.
4. The Master's student has the right to apply to the Principal of the school with a reasoned petition at any stage of the Master's Thesis/project execution and to request the recusal of the member of the Master's Thesis/project defense Council.
5. The member of the Master's Thesis/project defense has the right to apply to the director of the school for the location of the Master's Thesis/project with a reasoned petition and request self-recusal.
6. In case of approval of the petition stipulated in Paragraph 4 and 5 of this article, the school Council ensures the change of the member of the Master's Thesis/project defense Council.

Article 31. Activities of the Master's Thesis/Project defense Council

1. Master's Thesis/project defense Council:

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

- 1.1. approves the title of the Master's Thesis/project at the first meeting of the Council;
- 1.2. gets to know the Master's Thesis/project concept, attends the concept review at the second meeting of the Council and issues recommendations in accordance with the criteria defined by the technical design and evaluation rule of the qualification thesis;
- 1.3. gets to know of the application-in-advance of the Master's Thesis/project, attends the review of the application in advance at the third meeting of the Council and issues recommendations in accordance with the criteria determined by the technical design and evaluation rule of the qualification thesis;
- 1.4. gets to know the Master's Thesis/project, attends the defense of the thesis/project at the fourth meeting of the Council. The Master's Thesis/project is evaluated once, with a final evaluation by an expert and the chairman of the Council in accordance with the criteria defined by the technical design and evaluation rule of the qualification thesis.
2. The execution of the functions provided for in paragraph 1 of this article must be carried out in accordance with the deadlines established by the rules for the technical design and evaluation of the qualification paper; In case of violation of deadlines, the Master's student will not be compensated for the missed deadline.
3. The meeting of the Master's Thesis/Project Defense Council is appointed by the Manager of Qualification Papers in accordance with the terms established by the Technical Design and Evaluation of the Qualification Thesis, and this is notified in advance to the Master's student and the members of the Master's Thesis/Project Defense Council.
4. The Meetings of the Master's Thesis/Project Defense Council are held on the territory of the University; In case of holding the Meeting of the bachelor's thesis/project defense Council remotely, then via a predetermined platform.
5. The Master's student, the members of the Master's Thesis/Project Defense Council and the Manager of Qualification Papers are obliged to attend the meetings of the Master's Thesis/Project Defense Council.
6. In the event that any member of the Master's Thesis/Project Defense Council is unable to participate in the Meeting of the Master's Thesis/Project Defense Council in person on the territory of the University, his/her remote involvement will be ensured, provided that this does not prevent his/her proper participation in the process of the Meeting.
7. Non-attendance of a member of the Master's Thesis/Project Defense Council at the Meetings provided for in Subparagraphs 1.1 - 1.3 of Paragraph 1 of this Article is not a reason for postponing the Meeting, provided that the majority of the members of the Council attend the session. In case of non-attendance, the member of the Council is obliged to submit his written opinion to the Manager of Qualification Papers before the meeting.
8. Non-attendance of a member of the Master's Thesis/Project Defense Council at the meeting provided for by Subparagraph 1.4 of Paragraph 1 of this Article is the basis

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal for postponing the Meeting for the period stipulated by the rules for the technical design and evaluation of the qualification thesis.

9. Non-attendance of the Manager of Qualification Papers at the meeting is the basis for postponing the meeting for the period provided by the rule of technical design and evaluation of the qualification paper.
10. Non-attendance of the Master's student at the meeting with a justifiable reason described by Article 18, Paragraph 1 is the basis for postponing the meeting for the period provided for the technical design and evaluation rule of the qualification paper.
11. The Manager of Qualification Papers ensures that the Protocol of each Meeting of the Master's Thesis/Project Defense Council are drawn up and presented to the Master's student and members of the Council within ten calendar days.

Article 32. Master's Thesis/project Leader and co-leader

1. The Master's student is entitled to receive advice from the leader and/or co-leader of the Master's Thesis/project on issues related to the writing of the Master's Thesis/project.
2. The leader/co-leader of the Master's Thesis/project is obliged, in accordance with the request of the Master's student, to advise him/her in a pre-agreed manner.
3. The leader/co-leader of the Master's Thesis/project is obliged to provide the Master's student with the relevant recommendations for each stage of work on the Master's Thesis/project in accordance with the deadlines established by the rules of technical design and evaluation of the qualification thesis. The Master's student is entitled to take into account the received recommendations within the specified time.
4. The leader/co-leader of the Master's Thesis/project is obliged to register in the Turnitin program immediately after starting working on the Master's Thesis/project, to ensure the registration and monitoring of the Master's student during the process of the thesis/project execution.
5. After the submission of the Master's Thesis/project, the leader/co-leader is obliged to issue a written report on the compliance of the Master's Thesis/project with the evaluation criteria and plagiarism, which will be reported to the Master's Thesis/project Defense Council. The said conclusion is a prerequisite for admission to the defense of the Master's Thesis/project.
6. In case of non-fulfilment of the obligation taken into account by paragraphs 2 - 5 of this article by the leader/co-leader of the Master's Thesis/project, the Master's student shall contact the school Principal.
7. The leader/co-leader of the Master's Thesis/project has the right to apply to the Principal of the school with a reasoned motion for his/her replacement.
8. In case of granting of the appeal/motion stipulated in paragraphs 6 - 7 of this article, the school Council ensures the replacement of the leader/co-leader of the Master's Thesis/project.

Article 33. Concept of Master's Thesis/project

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

1. The Master's Thesis/project concept should include: problem/issue and hypothesis or goal, description of its relevance, possible structure of the thesis/project, brief review of special literature surrounding the subject to be studied, possible research methods.
2. The Master's Thesis/project concept must meet the minimum volume of requirements outlined for each program/school.
3. The Master's student is entitled to submit the Master's Thesis/project concept presentation to the Master's Thesis/project Defense Council using appropriate technical means.
4. The Master's student is given 5-7 minutes to present the concept of the Master's Thesis/project.

Article 34. Application-in-advance of Master's Thesis/Project.

1. The Master's Thesis/project preliminary application shall include: thesis/project structure, problem/question and hypothesis, reasoning of their relevance and their broad overview with analysis of existing views and literature, research methodology.
2. The Master's Thesis/project application in advance must meet the minimum volume requirements outlined for each program/school.
3. The Master's Thesis/project application-in-advance must be completed in accordance with the instructions on formatting the university thesis in accordance with APA style requirements, unless a different academic formatting style has been established by the Master's program/school.
4. The Master's student is obliged to submit the application-in-advance of the Master's Thesis/project to the Master's Thesis/project Defense Council using appropriate technical means.
5. The Master's student is given 7-10 minutes for the presentation of the preliminary application-in-advance of the Master's Thesis/project.

Article 35. Defense of Master's Thesis/project

1. The Master's Thesis/project must include the mandatory components provided by the rules of technical design and evaluation of the qualification thesis.
2. The Master's Thesis/Project must meet the minimum volume requirements outlined for each program/school.
3. The Master's Thesis/project must be done in accordance with the instructions on formatting according to the requirements of the APA style of the university thesis, unless a different academic formatting style is established by the Master's program/school; The Manager of Qualification Papers provides expertise on compliance with the academic style and provides recommendations to the Master's student in compliance with the deadlines established by the technical design and evaluation of the qualification thesis.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

4. The Master's student is obliged to present the Master's Thesis/project to the Master's Thesis/Project Defense Council using appropriate technical means.
5. The Master's student is given 10-12 minutes for the presentation of the Master's Thesis/project.
6. The Master's student is entitled to request the production of an audio recording of the defense of Master's Thesis/project, which is provided by the manager of the qualification papers.
7. The Master's student is obliged to inform the manager of qualifying papers about the aforementioned at least 2 calendar days before the defense of the Master's Thesis/project.

Article 36. Evaluation of Master's Thesis/project

1. The Evaluation of the Master's Thesis/project is done in accordance with the system defined by paragraph 1 of Article 26 of this regulation.
2. The Evaluation of the Master's Thesis/project is carried out by the chairman of the Council and the expert individually. The Evaluation of the Master's Thesis/project is the sum of the average arithmetic points of each component provided by the technical design and evaluation rule of the qualification thesis. The final evaluation is established in accordance with the rules defined by Article 21, Paragraph 1 of this Regulation.
3. The evaluation of the Master's Thesis/project expert and the chairman of the Council is recorded in the form provided for by the rules of technical registration and evaluation of the qualification thesis and is confirmed by a signature.
4. In case of evaluation of the Master's Thesis/project with 41-50 points, the Master's student is allowed to submit the reworked scientific-research component during the next semester by observing the stages of the Master's Thesis/project provided by the present regulation, and in case of evaluation with 40 points or less, the Master's student loses the opportunity to the right to submit the same scientific-research component

Article 37. Appealing the Evaluation of the Master's Thesis/project

1. The Master's student has the right to submit an application for appeal of the evaluation in the name of the school director using the MYUG system within 5 calendar days after receiving the evaluation of the Master's Thesis/project.
2. In the application considered by paragraph 1 of this article, the Master's student must highlight and substantiate the inconsistency of the evaluation with the evaluation components and criteria of the Master's Thesis/project. Unsubstantiated application will not be accepted.
3. The Principal of the school will consider the application within 5 calendar days and if it is accepted, he/she will create an appeal commission consisting of at least 3 members. A member of the Master's Thesis/project defense Council cannot be a part of the appeal commission.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

4. The composition of the appeal commission must necessarily include two persons with a doctorate or equivalent academic degree in the field of the Master's Thesis/project. The appeals commission elects the chairman of the commission and the clerk of the session from among its members.
5. The Appeal Commission is authorized to request information related to the evaluation from the author of the application, the members of the Master's Thesis/Project Defense Council, and the manager of the qualification papers, they have the right to invite the mentioned persons to an oral hearing.
6. If the appeals commission considers that the presented/requested documentation is sufficient to make a reasoned decision, it is authorized to make a decision without an oral hearing.
7. Within the scope of the decision, the appeal commission is authorized to review the evaluation of the Master's Thesis/project defense board or to refuse to grant the application of the Master's student.
8. The Appeals Commission makes a decision by consensus. The decision is signed by all members of the commission.
9. The decision of the appeal commission is notified to the author of the application within one month from the submission of the application.

Article 38. Storage and Usage of Master's Thesis/project

1. Manager of the qualification papers is obliged to submit the Master's Thesis/project in electronic form to the university library within 10 calendar days after the defense of the Master's Thesis/project.
2. The university library ensures uploading of the Master's Thesis/project to a memory card specially allocated by the university.
3. The university is authorized to place the Master's Thesis/project in the library and/or in the web network, also in compliance with the principles of academic integrity, to use it in research activities without additional agreement with the author.

Article 39. Participation of the Graduates in the Graduation ceremony and Issuance of a Qualification Document

1. The educational program is considered completed if the student successfully overcomes all the components provided by the program. Based on the approval of the administration service of the educational process and the financial service, the relevant school/IDP (*DSP*) grants the student the qualifications provided for in the program. The student is given a diploma confirming the relevant qualifications; If the average of the results is not less than 3.5, the student will be awarded an honors diploma.
2. A person who has successfully completed all the components of the program and has the appropriate degree awarded by the university school has the right to participate in the graduation ceremony.

Approved by the Protocol N 50/20 dated November 20, 2020 of the Council of Principal Amendment via the Protocol N 09/21 dated March 10, 2021 of the Council of Principal Amendment via the Protocol N 01/22 dated January 17, 2022 of the Council of Principal Amendment via the Protocol N 11/23 dated April 3, 2023 of the Council of Principal Amendment via the Protocol N 14/23 dated May 8, 2023 of the Council of Principal Amendment via the Protocol N33/23 dated October 30, 2023 of the Council of Principal

3. In case of participation in graduation ceremonies, the student must rent or purchase a mantle and cap, the cost of which is determined by the order of the Principal.