

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
Amendment by the protocol N 08/21 of the Rector's Council of March 5, 2021
Amendment by the protocol N 01/22 of the Rector's Council of January 17, 2022
Amendment by the protocol N 06/23 of the Rector's Council of February 13, 2023
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Chapter I. Obtaining status of student and its management

Article 1. Student Enrollment Prerequisites

1. Enrollment of a student at the first level of academic higher education (undergraduate program) is carried out based on the results of the unified national exams or in the case of an exception established by law for a citizen of a foreign country or a citizen of Georgia, according to the rule established by the Ministry of Education and Science of Georgia and entrants/master's degree candidates/students who have the right to study without passing the unified national exams/common master's exams in accordance with the rules of enrollment on the basis of administrative registration and the order of the university rector.
2. In order to obtain the status of a student, a person is obliged to submit the documents listed below and sign an agreement with the university within the registration period. The documentation to be submitted:
 - A copy of identification card
 - A notarized copy of the state certificate (certificate) confirming complete general education
 - A copy of the document confirming being on military registration (in the case of boys)
 - Photograph (3X4)
 - Other documents stipulated by the decree of the vice-rector in the field of educational process administration and information technologies
3. Submission of registration documents in electronic format is mandatory.
4. An entrant/international student with the right to study in a higher educational institution without passing the unified national 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/master's exams and is obliged to undergo administrative registration.
5. 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 terms of payment of tuition fees

1. Based on submission of documents of registration, a contract is executed between a student and the university with term, which is equal to the duration of respective educational program.
2. The person is obliged to pay the tuition fee within two banking days after signing the contract with the university. In case of obtaining a state educational grant, the student pays the difference. A different method of payment of tuition fees is established by the decision of the Rector's Council.

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3. The contract is valid from the moment of payment of the tuition fee in accordance with the procedure established by clause 2.1. of this article and within the established terms.
4. In case of non-payment of the tuition fee in accordance with paragraph 2.2 of this article, the submitted documentation will be returned to the applicant and his/her enrollment in the bachelor's program for the current semester will not be carried out.
5. Tuition fees can be changed during the term of the contract only in case of significant changes in circumstances, in the case of a decision of the Rector's Council. A substantial change in circumstances is:
 - (a) Sharp devaluation of the national currency (depreciation by at least 40% compared to the exchange rate of the US dollar or euro on the day of signing the contract)
 - (b) 30% annual inflation rate
 - (c) a fundamental change in corporate or tax law that significantly affects the University's revenues, expenses and profits (other things being equal, results in a 50% reduction in after-tax profits)
 - (d) a 100% increase in the average wage as determined by the National Bureau of Statistics
 - (e) other special objective circumstance that represents a material change in circumstances. (effective from the 2021-2022 academic year)
6. The prerequisite for the refund of the paid tuition fees is the termination of the student status in accordance with clauses 7 and 7¹ of this article.
7. 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 shall retain the tuition fees on the student's balance, but not more than 30% of the annual tuition fees
 - (b) Within 4 weeks of the start of the academic year - the University will retain the tuition fees on the student's balance, but not more than 50% of the annual tuition fees
 - (c) Before the start of the second semester - the University will retain the tuition fees on the student's balance, but not more than 75% of the annual tuition fees
- 7.1 Due to the expiration of 5 and/or 10 years from the suspension of student status, upon termination of student status, the student will be refunded the tuition fees 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 shall retain the tuition fees on the student's balance, but not more than 30% of the annual tuition fees
 - (b) Within 4 weeks of the start of the academic year - the University will retain the tuition fees on the student's balance, but not more than 50% of the annual tuition fees

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(c) Before the start of the second semester - the University will retain the tuition fees on the student's balance, but not more than 75% of the annual tuition fees

7.2 In the cases provided for by the University's Honor Code, upon termination of student status, the tuition fees on the student's balance will not be returned.

8. Partial/total exemption from payment of tuition fees or special cases related to payment postponement/disbursement are considered by the social affairs commission of the university, to which the student must apply through "My UG" within the terms determined by the order of the rector.

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

1. The electronic platform "My UG" is the official means of communication between the student, the administration and the professors, which allows both receiving answers to administrative issues (receiving/sending notices, writing statements, complaints, etc.) and the lecture-examination process electronically, conducting remotely, receiving information related to the educational process (educational program, syllabi, evaluations, examination table, etc.), planning/conducting the educational process (academic registration for the component, uploading papers, receiving educational materials from the lecturer, etc.) and providing various information related to 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 submitting the application. A student should timely get familiar with the notifications sent by the administration. Otherwise, the university is not responsible for the consequences.
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.

Article 4. Identification card of student and how to use my "UG"

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

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Article 5. Personal data of student

1. In case of change of contact data (address, phone number), the student is obliged to register the change through “My UG” within one week after the change of data. In case of change of name/surname, the educational process administration service (hereinafter - “ESPA”) must be notified immediately. If a student fails to submit data, the university is not responsible for the consequences.
2. Dissemination of personal data about the student to third parties is permitted in cases provided for by law.

Chapter II. Administrative and academic registration of freshmen

Article 6. Registration of freshmen

1. Registration of first-year students implies submission of the documents specified in paragraph 1.2 of this regulation to the University of Georgia and payment of the annual tuition fee in full or in accordance with the rules established by the Rector's Council (does not apply to students participating in the exchange program).
2. The terms of administrative registration for freshmen are determined by the Rector's order.

Article 7. Administrative registration

1. The administrative registration of the student implies the payment of the annual tuition fee in full or in accordance with the rules established by the Rector's Council during the registration period for the 2nd and subsequent years of study (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 ESPA by the International Student Integration and International Relations Service.
3. The terms of administrative registration for students and students enrolled with mobility are determined by the order of the rector.
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 number of credits in the partner institution of higher education, within the framework of exchange educational program.
5. The student registers for the next academic year no later than June 30. Other terms for registration on academic year/semester can be set by the Rector's Council.

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6. In order to register for the next academic year, an international student pays the annual tuition fee in accordance with the stages defined by paragraph 3 of Article 8. Namely:
 - (a) 50% of the annual fee is paid before the initial registration, (b) the remaining part of the fee - before the final registration.
7. In case of non-payment of the fee provided for in subparagraph “a” of paragraph 6 of this article, the international student will not be able to pass the initial registration and the student status will be suspended. In case of restoration of the status of a student within the deadlines set by the university, he/she is obliged to pay the fees for the next academic year in full and register for the subjects that are already offered by the relevant educational program.
8. Failure to pay tuition fees in accordance with paragraph 7 of this article prior to initial registration does not deprive the student of the right to attend the final exams of the current semester.
9. 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.
10. If by the beginning of the academic year, the total number of credits remaining for graduation by the student 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 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 study table by the student.
2. In the first semester of bachelor’s study, an academic registration of student is carried out by the university. In each subsequent semester, the student performs academic registration through “My UG” in the field of educational process administration and information technologies within the time limits determined by the decree of the vice-rector.
3. Academic registration takes place in two stages (the terms of each stage are determined by the decree of the vice-rector in the field of educational process administration and information technologies). The stages of academic registration are:
 - Initial registration
 - Final registration
4. The initial registration involves 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 volume of not less than 30 credits (but not more than 45 credits), otherwise the registered credits will be canceled; Exceptions will be made for students in their final semester and/or in cases where prerequisites do not allow registration for more credits (no more than 75 credits per year).

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5. Taking into account the duration, volume and structure determined by the relevant field characteristics within the educational program of a qualified medical practitioner, the student's study load 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) specifying the day and time for the selected components during the initial registration before the start of the relevant semester in accordance with the table proposed by the university;
 - b) correction of the selected components during the initial registration in accordance with the cases provided for in paragraph 8 of this article.
7. Correction of the initial registration is allowed with the final registration only if it is not possible to continue the registration on the component. The reason may be:
 - Failure to meet prerequisites
 - 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 unavailability of the lecturer in the given semester, etc.)
 - Coincidence of the selected components in time, which makes it impossible to form a study table and the student is forced to refuse any of the components
8. The student has the right to change his/her choice, additionally choose or cancel the study component/components within one week after the beginning of the semester (although the total number of credits of the registered components should not be less than 30 credits, except for the cases specified in clause 2.4 of this article). The precondition for registering on additional teaching component is a payment of the price of corresponding credits.
9. During the academic registration, the student is entitled to choose mandatory or optional study components, basic and additional specialties 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.
11. If a student's status has been suspended and the educational program has been modified during that time, after status is restored, the student may be subject to the modified program requirements based on the program's goals, in the case of the school board (independent educational program (hereinafter - "IEP")), as decided by the program development board (hereinafter - "PDB").

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Chapter III. Mobility

Article 9. Switching to another educational program (inner mobility)

1. Internal mobility is carried out before the start of the new academic semester. Additional conditions are established by the decision of the Rector's Council
2. When transferring to another educational program by internal mobility, the student's tuition fee is determined by the current fee for the program chosen by mobility. In individual cases, a different condition may be determined by the decision of the Rector's Council.
3. The Credit Recognition Commission on the mobility program determines the compatibility of student's learning outcomes achieved within the educational program and the learning components passed in the Unified National Exams. Students will not be able to register for the subjects until the Credit Recognition Commission establishes the credit compatibility.

Article 10. Enrollment by transfer (external mobility)

1. A candidate to be enrolled by mobility should additionally submit to the university:
 - Notarized school certificate, copy and electronic version. (JPG format);
 - A copy and electronic version of the certificate of passing the unified national exams (if any); (JPG format);
 - The original of the identity 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; (JPG format);
 - A copy of the document confirming being on military registration, a copy and an electronic version of the pages where information about the owner is given (in the case of sons); (JPG format);
 - Extract from the order of enrollment in a higher educational institution; (e-version as well). (JPG format);
 - Notice of student status or extract from status suspension/termination order; (e-version as well). (JPG format);
 - Student's study card (Transcript), as well as electronic version (JPG format); (JPG format);
 - The electronic version of the syllabi of the passed subjects or a brief description (annotation) of each subject (in PDF or JPG format);
 - In case the student studied in more than one university, it is necessary to submit the enrollment order, exclusion order, mark sheet and syllabus from the old university as material form, e-version as well. (JPG format);

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- Additional documents, which may be determined by the decree of the vice-rector in the field of education process administration and information technologies.
2. 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 passed study components, syllabi or any other document on the basis of which it will be possible to determine the competence and/or request to pass the exam.
 3. The head of the program (academic dean) decides on the appointment of the exam, and he also manages it.
 4. Until a recognition of credits by the Commission for credits' recognition, a student cannot be registered on program components

Chapter IV. Suspension, restoration and termination of student status

Article 11. Suspension of student status

1. The grounds for suspension of student status are: (a) Personal Statement
(b) Administrative registration failure (c) Academic registration failure
(d) decision of Disciplinary Committee
(e) non-presentation of the documents defined by the statute and/or in the case of a request for a document from a personal case, non-presentation within the established time limits
(f) In the case of a foreign citizen enrolled without passing the unified national exams/common 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. Upon suspension of student status, tuition fees paid to the student will be considered as follows, in the following cases:
 - (a) In full, if the suspension of status is affected within the first two weeks of the beginning of the school year
 - (b) One-half of the annual tuition fee if the suspension of status is affected within two weeks of the beginning of the academic year
3. A student can use a retained tuition fee if their status is restored in the University of Georgia.
4. The saved tuition fee will be returned to the student if the student applies to the university for termination 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 has been suspended and/or the student applied to the university with a request for suspension of status:

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- (a) Prior to the start of the academic year - the University shall retain the tuition fees on the student's balance, but not more than 30% of the annual tuition fees
 - (b) Within 4 weeks of the start of the academic year - the University will retain the tuition fees on the student's balance, but not more than 50% of the annual tuition fees
 - (c) Before the start of the second semester - the University will 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 presence of the grounds for suspending student status provided for in subparagraph "c" of the first paragraph 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 Article 2, Clause 7 of the present regulation.
 6. For students enrolled by the mobility rule or enrolled without taking unified national exams, the term provided for in this article starts counting from the date of commencement of studies.
 7. If the student's status is suspended during the semester, the student's midterm grades will be canceled. If the student's status is restored in the same semester, the student's intermediate grades will also be restored. During the suspension of the status, the acceptable grades are not restored, except for the case provided for in paragraph 2 of Article 18¹ of the present regulation.
 8. During the suspension of the student status, the University and the student are released from 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. Applications for restoration of status for students are accepted:
 - (a) For continuing studies from the fall semester - from May 20 to June 30
 - (b) For continuing studies from the spring semester - from September 30 to December 24
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/common master's exams are determined by the Rector's order.
3. If the student misses the status restoration deadline, the Rector's Council will discuss the issue of status restoration. Upon meeting the request for restoration of status, the Rector's Council shall determine additional conditions for restoration of status.
4. A prerequisite for restoring student status is:
 - a) Fulfillment of obligations under a contract with the university by a student, if a reason for a suspension of status was a non-fulfillment of those obligations

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- (b) Elimination of any other reason for suspension of status
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 Rector's Council.

Article 13. Termination of student status

1. The grounds for termination of student status are:
 - (a) Suspension of student status for more than 5 years
 - (b) Failure to achieve learning outcomes (in accordance with Chapter VI, Article 24, Clause 6) (c) Completion of the educational program of the relevant level
 - d) Personal statement
 - (e) Decision of Disciplinary Committee
 - (f) Transfer to another higher educational institution by mobility

Chapter V. Learning Process

Article 14. Course of teaching 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 ESPA and approved by the Rector's Council)
2. According to the decision of the Rector's Council, the academic year can be planned on a three-month or four-month basis
3. The semester is divided into study weeks, and for each week the contact hours with the student provided for by the study components are determined
4. The contact time determined by the learning component is divided into academic hours. The duration of 1 academic hour is 60 minutes. There is a 10-minute break between academic hours.
5. Depending on the individual needs of the students, the university operates a mechanism based on which an individual curriculum is created, the prerequisites for its implementation and the details of the process are determined by Article 14¹ of the present regulation.
6. The educational process is not in progress:
 - (a) St. Mary's Day - August 28
 - (b) St. George's Day - November 23
 - (c) Independence Day - May 26
 - (d) Christmas and New Year holidays - from December 24 to January 7
 - (e) Easter Sunday - from the Wednesday before Easter to the Tuesday of the following week
7. The standard number of students in a group is determined by 25 students, as an exception, it is allowed to increase the number; Laboratory classes are determined by no more than 15 students, and clinical components - by no more than 12 students.

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8. In case of registration of less than 15 students in a group, the university reserves the right not to open a group (does not apply to foreign languages, laboratory studies and clinical components).
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 been involved in any component since the enrollment in the program and the beginning of studies, including the last semester.
10. Determining the appropriateness of opening a group in individual cases is at the discretion of the school director / department head / IEP administrative dean.

Article 14. Individual Study Plan

1. There is a mechanism in place at the University of Georgia, on the basis of which the university ensures the creation of a plan according to the individual needs of the students. An individual study plan is created for a specific student, depending on his needs, within which the university, based on the principle of an individual approach, determines the program, hourly workload, methods, 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 forms of teaching-learning, assessment and/or special conditions for academic preparation.
3. An individual study plan is established if the student meets one of the following conditions:
 - 3.1 has a special educational need;
 - 3.2 requires a different approach to teaching and assessment;
 - 3.3 does not have a special educational need, although he/she needs an individual study plan for some time.
4. The interested person applies to the rector with an application, where he/she is obliged to describe in the application the grounds and evidence why he/she requests an individual study plan.
5. The rector forwards the student's application regarding the individual study plan request to the Rector's Council for consideration, which makes the following decisions:
 - 5.1 examines the student's application and determines whether it requires an individual study plan or not based on its argumentative application.
 - 5.2 makes a decision on the creation of a temporary commission, which is authorized to determine the necessary approaches and needs, which should be further reflected in the individual curriculum.
 - 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 is a specialist in the relevant field who knows the specific needs of the student.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
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7. After a complete study of the individual needs of the student, the temporary commission issues a conclusion in a reasonable time, which indicates a detailed description of the individual curriculum and the tasks to be performed by the school, which is sent to the Rector's Council.
8. The rector's council approves the conclusion drawn up by the temporary commission on the approval of the individual study plan, which is sent to the school for which the need for the development of an individual study plan has been determined. The respective school is obliged to ensure the implementation of the individual curriculum.

Chapter VI. Administration of evaluation forms

Article 15. Obligation to use Turnitin in research papers

1. The Turnitin program is used for mandatory research papers created in the educational process: to evaluate qualification papers, scientific articles, abstracts;
2. At the beginning of the course, the head of the relevant study course/thesis is obliged to register in the Turnitin program and warn the relevant students about the obligation to register in the program;
3. Students who complete the works provided for in paragraph 1 of this article are obliged to register in the Turnitin program and ensure that the relevant part of the work is uploaded to the program in accordance with the university regulations and/or the deadlines specified by the supervisor of the work;
4. The use of the Turnitin program, in addition to facilitating the identification of certain forms of academic dishonesty, serves to raise student awareness of academic integrity. For this purpose, students can upload a trial paper to the Turnitin program and pre-check it in accordance with the university regulations and/or the deadlines specified by the supervisor before the final upload of the paper.

(Effective Spring Semester 2024)

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

1. Mid-term assessment is administered by the relevant school/department/IEP administration.
2. The final/supplemental exam is administered by the ESPA; Administration of individual components of final/supplementary examination may be done by respective School/Department/IEP administration.
3. One week before the final/supplementary exams, the student is notified of the date, time, audience and place of the exam.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
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4. If there is an oral component, the final/supplementary exam is conducted by the commission under the chairmanship of the curator of the relevant subject or the head of the program. The commission consists of at least three members.
5. No more than 2 astronomical hours are allocated to the intermediate assessment, and no less than 2 astronomical hours to the final/supplementary exam. In the case of a remote exam, depending on the specifics of the program, there may be a different regulation, which is written by the corresponding program (component syllabus).
6. A representative of the school/department/IEP administration/student self-government has the right to attend the exam in order to observe the progress of the final/supplementary exam; With the permission of the rector, also to another interested person. The identity of the persons attending the exam, the time of attendance is agreed with ESPA at least 1 day before the exam.

Article 17. Conditions for allowing to take exams

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 the case of a remote exam, online video connection at the specified time and presentation of an identification card or identity card to the examiner.
2. A student who, taking into account the intermediate 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 behavior during exams

1. During the examination process, it is not allowed:
 - (a) name, surname or any other reference to the identity of the student in the examination paper
 - (b) introduction of exam questions before the exam time
 - (c) talking or other kind of reference in the exam audience
 - (d) use of any supplementary means
 - (e) leaving the examination hall before the completion of the examination paper
 - (f) having a smartphone or other electronic device (except a calculator) turned on;
 - (g) in the case of a computer exam, using a program or the Internet other than the "UG System" (except for the cases provided for in clauses 4 and 5 of this article).
3. During the action defined by the first paragraph of this article, the student is removed from the exam and a protocol is drawn up. The work is evaluated with 0 points. The student loses the right to retake the midterm exam/additional exam.
2. If there is a question, the student should raise his/her hand and ask the question after the observer arrives.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
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3. During the course of the exam, it is allowed to use water and medicines, as well as other things or learning materials allowed by the educational process administration service depending on the needs of the exam.
4. The possibility of using the supporting material (manual, code, computer program, etc.) by the student, as well as the possibility of accessing the Internet, is notified in advance to the educational process administration service by the curator of the relevant course.

Article 18. Cases of excused absence of midterm evaluation and final/additional exam

1. Absence of mid-term assessment and final/additional examination is allowed if there is an excusable reason. When presenting relevant supporting documentation within the time limits established by this provision, the following may be considered as an excusable reason:
 - (a) Health condition
 - (b) Death of a relative
 - (c) Necessity of coming to public job
 - (d) Own or family member's wedding
 - (e) Birth of a child
 - (f) Participation in national sports events
 - (g) Official business trip
 - (h) Participation in scientific conferences
 - (i) Other objective circumstances, which the administration considers to be an excusable reason.

Article 18¹. Restoring the midterm assessment

1. A student is entitled, in case of missing an intermediate assessment for an excusable reason, to restore 1 intermediate assessment in a separate study component.
2. The student has the right to write a statement through "My UG" on the template "Recovery of midterm assessment" in the name of the head of the relevant program no later than the 13th week. In the application, the student must specify which intermediate grade he/she is requesting to be reinstated and attach a certificate of absence with an excused reason.
3. In case of missing the mid-term assessment, if the appropriate service confirms the excusable reason, the student will be assigned to retake the mid-term assessment on the 14th week.
4. Students participating in the mobility and exchange program, who joined the study process late, will be reinstated with the 3-week mid-term assessment, which was conducted before the student joined the study 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 conditions:

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- a) not less than 41 points are collected in the relevant component and received a negative grade (FX) on the final exam, which means that the student needs more work to pass and is allowed to take an additional exam with independent work;
- b) missed the final exam with an excusable reason (Chapter VI, Article 18, Clause 1) and submitted relevant supporting documentation within the time limits set by Clause 2 of this Article;
- c) missed the final exam for an unforgivable reason and presented a receipt confirming the payment of the additional exam fee. The amount of the additional exam fee is determined by the decree of the vice-rector in the financial and economic field.

2. The deadlines and addressees for submitting an application through "My UG" in the presence of excusable reasons provided for in paragraph 1 of Article 18 are defined as follows:

In the case of subsection (a) - no later than the 2nd day from the day of the additional examination in the name of the Medical and Insurance Service;

In the case of subsections (b), (c), (e) - no later than the 2nd day from the day of the additional exam in the name of ESPA;

In the case of subsections (d), (f), (g), (h), (i) - 2 days before the day of the additional exam in the name of ESPA

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. 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 progress of the examination

1. In case of dissatisfaction with the course of the intermediate/final/supplementary exam, the student has the right to contact the vice-rector in the field of educational process administration and information technologies through "My UG" on the day of the exam.
2. The vice-rector will consider the student's complaint. If the student's complaint is satisfied, a re-examination will be scheduled in the week of the corresponding evaluation and the results of the previous exam will be canceled.

Article 21. Reflection of the results of the examination

1. When evaluating a student in a component, the final score is rounded to the nearest whole number. Five tenths or five hundredths are rounded up.
2. The results of the knowledge check will be reflected in the database within 7 calendar days.
3. The student's complaint about the lack of assessment is accepted within 7 calendar days after the end of the period for reflecting the results.

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4. A student personally gets an information about shortcomings of achieved results and ways of their improvement.

Article 22. Assessment appeal

1. The student has the right to familiarize himself/herself with the written work and appeal the result obtained in the intermediate assessment within 2 working days after the assessment is reflected in the "UG system" (the day of the result reflection is considered the first day).

2. A student applies to the head of his/her program in order to receive a paper through "My UG" and in case of appeal. The head of the program makes a decision on the admissibility of the appeal of the interim assessment. He/she is also entitled to request video/audio recording of the oral/distance test.

3. No later than the second day after the publication of the results of the final/supplementary examination, the student has the right to apply to the head of his/her program through "My UG" and appeal the result of the examination. 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/distance examination.

4. In the complaint, the student must indicate which issue or which part of the evaluation he/she objects to. A general complaint will not be considered.

5. Based on the student's application, the head of the program within no more than 2 calendar days submits a request to the competence center for the creation of an appeal commission.

6. The Competence Center, based on the application of the program head, ensures the formation of the relevant appeal commission, the review of the appealed work and the delivery of the results to ESPA and the program head within no more than 5 calendar days from the application.

7. ESPA will reflect the results of the appeal commission in the "UG system" within no more than 1 calendar day.

8. Mandatory members of the Appeals Commission are: Head of the corresponding program, curator of the component (in his/her absence, another professor implementing the same component). Other members of the commission are represented by another professor implementing the same component, the professor of the competence center providing the component.

9. The session of the appeals commission is closed. The chairman of the session is the head of the program whose student appealed the evaluation form (in case of the presence of the head of the department or the school director at the commission session - according to 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 secretary of the meeting is the manager of the department/school (in the case of the IEP - the manager of the IEP).

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
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Article 23. University assessment

1. The university has a 100-point evaluation system.
2. The final/additional exam has 40 points. In order to pass the final/additional exam, it is necessary to meet the minimum requirements of the exam components (oral, practical, etc.) provided by the syllabus and obtain at least 20 points (50%) in total.
3. The educational component of the educational program is passed if the student has passed the minimum threshold set in the final and/or additional exam and, taking into account the intermediate evaluations and final/additional exam evaluation, it is possible to accumulate at least 51 points (51%).
4. In case of missing the final exam, the final exam is evaluated with 0 points.

Article 24. Average Grades

1. The average score of the results is determined as follows:

In the corresponding period, the sum of the points and credits obtained in each educational component (subject, laboratory, thesis...) is divided by the sum of the credits of the same components. Each component is calculated in the corresponding period (annually, semesterly) once, with a maximum assessment.

The formula for calculating the average of the results:

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

- 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 is included in the formula once, with the maximum grade obtained 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) Student overcomes all components
 - (b) The average of the student's results is not less than 51
 4. If the average of the results is less than 51, (for whom the sum of credits of passed/credited components including the last academic year exceeds 60) the student is placed in "special mode" and is given an additional 1 (one) year to improve the average of the results
 5. For students in "special mode" there is some limitation of freedom in choosing groups, and the recruitment of groups and the administration of the educational process are carried out with more supervision from the administration.
 6. After the probationary period, the average of the results is considered according to the passed components, and the learning outcomes are not achieved if the average of the results is less than 51.

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

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
 Amendment by the protocol N 08/21 of the Rector's Council of March 5, 2021
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1. The coefficient of the average of the results is determined as follows:
2. A student with a GPA of less than 51 is equal to 0. Students are ranked (more than 51%) with a ranked list (in descending order). Each score falls within a certain percentage range. The 4% at the top of the ranked list will correspond to the first graph (97-100% rank) in the table, the next 3% will correspond to the 94-96% rank, and so on, the average coefficient of the (annual, semester) results is assigned to the student according to this distribution.
3. (Note: Of the 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
4. (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 will have a GPA of 1.00)

Percentile Rank	University assessment	Grade Point Average (GPA)
97-100	A+	4.00
94-96	A	3.75
91-93	A-	3.50
87-90	B+	3.25
84-86	B	3.00
81-83	B-	2.75
77-80	C+	2.50
74-76	C	2.25
71-73	C	2.00
67-70	D+	1.75
64-66	D	1.50
61-63	D-	1.25
51-60	E	1.00

5. A 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. The prerequisite for receiving the scholarship is the accumulation of 60 credits per year, in addition, in order to receive the 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 awarded after the termination of the status due to the completion of the educational program.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
 Amendment by the protocol N 08/21 of the Rector's Council of March 5, 2021
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7. The amount of the scholarship and the additional rules for granting it are determined/changed by the vice-rector in the financial and economic field.

Article 26. Assessment Compatibility

1. The compatibility of the university assessment with the coefficient of the average of the results and the general assessment valid in Georgia is expressed as follows:

Average Grades	Grade Point Average (GPA)	University assessment	The General Structure of Grading applicable in Georgia	
Five types of positive evaluation				
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
Two types of negative evaluation				
41-50		FX	F X	Could not pass (which means that the student needs more work to pass and is allowed to take one additional exam with independent work)
≤40		F	F	Failed (which means that the work done by the student is not enough and he has to study the subject again)

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
Amendment by the protocol N 08/21 of the Rector's Council of March 5, 2021
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Article 26¹. Improving assessment

1. In order to improve the grade in the component provided by the program, the student is entitled to re-register for the same component and pay the cost of the corresponding credit(s).
2. If a student registers for the same component provided by the program once, repeatedly or several times, his/her final grade is determined by the best result shown in the given component.
3. In the study card of the student, if there is a case provided by clauses 12.1.-12.2 of this article, information will be entered according to the best result in the given component.

Chapter VII. Defense and evaluation of the bachelor's thesis

Article 27. Bachelor Thesis/Project

1. The bachelor's thesis/project is a component provided by the bachelor's program, the implementation of which is confirmed by the completion of the bachelor's thesis/project and its defense (presentation, discussion).
2. The aim of the bachelor's thesis/project is to systematize the knowledge gained in the learning process - to reveal field knowledge, research, creative or practical skills.
3. The rules specified in this regulation apply to the performance of the bachelor's thesis/project, unless a different rule is established for a separate educational program/school.
4. The bachelor thesis/project represents the work done by the student(s) individually or in a group; If performed in groups, the review should highlight and indicate the contribution of each participant.
5. The bachelor's thesis/project must be done in the language of instruction of the bachelor's program.

Article 28. Stages of bachelor's thesis/project execution

1. The completion and defense of a bachelor's thesis/project by a bachelor includes the following stages:
 - 1.1. Academic registration for the bachelor's thesis/project
 - 1.2. Submission of bachelor thesis/project title
 - 1.3. Presentation and defense of bachelor thesis/project concept
 - 1.4. Submission and defense of the bachelor thesis/project preliminary application
 - 1.5. Presentation and defense of the bachelor's thesis/project
2. A bachelor who does not register for the bachelor's thesis/project component within the period specified for academic registration loses the opportunity to complete the said component in the given semester.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
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3. Sub-clauses 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 paper.

4. A bachelor who does not complete the stages provided for in subsections 1.2 - 1.5 of paragraph 1 of this article by complying with the deadlines established by the rules for the technical completion and evaluation of the qualification paper, loses the opportunity to complete the component in the given semester.

Article 29. Registration for the bachelor's thesis/project component

1. A bachelor's thesis/project is allowed to be completed by a bachelor in the final semester and he/she must meet other prerequisites defined by the bachelor's program, if any.

2. The school board is authorized 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 bachelor's thesis/project developed by the relevant school, which is an appendix to the bachelor's regulation.

Article 30. Composition of the Bachelor Thesis/Project defense council

1. After completing the academic registration, the school council, taking into account the topic of the bachelor thesis/project, determines the composition of the bachelor thesis/project defense council, which includes the chairman of the board, the expert of the bachelor thesis/project, the thesis/project supervisor; Considering the specifics of the topic of the paper/project, it is possible to include also the co-supervisor of the paper/project and/or a representative of the relevant and/or adjacent field from the academic/guest staff or a scientific researcher.

2. The chairman of the bachelor's thesis/project protection board, the expert of the bachelor's thesis/project and the supervisor of the thesis/project can be a doctoral student and/or a person with a doctorate or equivalent academic degree who has appropriate research and/or practical experience in the field of the topic of the bachelor's thesis/project.

3. The school board is authorized to invite a co-supervisor and/or a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher independently and/or with a justified submission to the bachelor's thesis/project defense board. The co-supervisor of the bachelor's thesis/project and/or a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher may be a doctoral student and/or a person with a doctorate or equivalent academic degree who has appropriate research and/or practical experience of the bachelor's thesis/project in the topic area.

4. The bachelor has the right to apply to the director of the school with a reasoned petition at any stage of the bachelor's thesis/project execution and to request the expulsion of the member of the bachelor's thesis/project protection council.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
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5. A member of the bachelor's thesis/project protection council has the right to apply to the school director with a reasoned petition at any stage of the bachelor's thesis/project execution and request self-exclusion.

6. In the case of approval of the petition stipulated in clauses 4 and 5 of this article, the school board ensures the change or refusal to change the member of the defense council of the bachelor's thesis/project.

Article 31. Activities of the bachelor thesis/project defense council

1. Bachelor Thesis/Project Defense Council:

1.1. The council approves the title of the bachelor thesis/project at the first meeting;

1.2. The council is informed of the concept of the bachelor's thesis/project, attends the second session of the council to review the concept and issues recommendations in accordance with the criteria defined by the technical design and evaluation rule of the qualification thesis; The chairman of the bachelor's thesis/project, the expert of the bachelor's thesis/project and, if there is one, a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher make appropriate evaluations in accordance with the criteria determined by the technical design and evaluation rule of the qualification thesis.

1.3. The council is notified of the preliminary application of the bachelor's thesis/project, attends the review of the preliminary application at the third session of the council and issues recommendations in accordance with the criteria determined by the rules for the technical design and evaluation of the qualification thesis; The chairman of the bachelor's thesis/project, the expert of the bachelor's thesis/project and, if there is one, a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher make appropriate evaluations in accordance with the criteria determined by the technical design and evaluation rule of the qualification thesis.

1.4. The council is notified of the bachelor's thesis/project, the defense of the thesis/project is present at the fourth meeting of the council, the chairman of the bachelor's thesis/project, the expert of the bachelor's thesis/project and, if there is one, a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher make appropriate evaluations of the qualification in accordance with the criteria defined by the technical design and evaluation of the paper.

2. The performance of the functions provided for in paragraph 5.1 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 bachelor will not be compensated for the missed deadline.

3. The session of the bachelor's thesis/project defense council is appointed by the qualification theses manager in accordance with the terms established by the technical registration and evaluation rule of the qualification thesis, and this is notified in advance to the bachelor and the members of the bachelor's thesis/project defense council.

4. The sessions of the bachelor's thesis/project defense council are held on the territory of the university;

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In case of holding the session of the bachelor's thesis/project defense board remotely, through a predetermined platform.

5. The bachelor, the members of the bachelor's thesis/project defense council and the qualification theses manager are obliged to attend the meetings of the bachelor's thesis/project defense council.

6. In the event that any member of the bachelor's thesis/project protection council cannot participate in the session of the bachelor's thesis/project protection council on the territory of the university, his/her remote participation will be ensured, provided that this does not prevent his/her proper participation in the process of the session.

7. Non-appearance of a member of the bachelor's thesis/project defense council at the sessions provided for in subsections 1.1 - 1.3 of paragraph 1 of this article is not a reason for postponing the session, provided that the majority of the members of the council attend the session. In case of non-appearance, the supervisor/co-supervisor of the paper/project is obliged to give his/her written opinion, and the other members of the council are obliged to provide their written opinion and the relevant assessment to the manager of qualification papers before the meeting.

8. The non-appearance of the member of the bachelor's thesis/project protection council at the meeting provided for in subsection 1.4 of paragraph 1 of this article is the basis for postponing the meeting for the period stipulated by the technical registration and evaluation rule of the qualification thesis.

9. Non-attendance at the meeting of the manager of qualification papers is the basis for postponement of the meeting for the period provided by the rule of technical registration and evaluation of the qualification paper.

10. Non-attendance at the meeting with an honorable reason defined by Article 18, Clause 1 of the current regulations of the Bachelor's is the basis for postponing the meeting for the period provided by the rules for technical completion and evaluation of the qualification paper.

11. The qualification theses manager ensures the preparation of evaluation forms for each session of the bachelor's thesis/project protection council in accordance with the rules for the technical design and evaluation of the qualification thesis and introduces the evaluated form to the bachelor and relevant members of the council within ten calendar days.

Article 32. Supervisor and co-supervisor of the bachelor thesis/project

1. The bachelor is entitled to receive advice from the supervisor and/or co-supervisor of the bachelor's thesis/project on issues related to the execution of the bachelor's thesis/project.

2. The supervisor/co-supervisor of the bachelor's thesis/project is obliged, in accordance with the bachelor's request, to advise him/her in a pre-agreed manner.

3. The supervisor/co-supervisor of the bachelor's thesis/project is obliged to provide the bachelor with the relevant recommendations for each stage of work on the bachelor's thesis/project in accordance with the deadlines established by the rules for the technical completion and evaluation of the qualification thesis. The bachelor is entitled to take into account the received recommendations within the specified time.

Approved by the protocol N 50/20 of the Rector's Council of November 20, 2020
Amendment by the protocol N 08/21 of the Rector's Council of March 5, 2021
Amendment by the protocol N 01/22 of the Rector's Council of January 17, 2022
Amendment by the protocol N 06/23 of the Rector's Council of February 13, 2023
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4. The supervisor/co-supervisor of the bachelor's thesis/project is obliged to register in the Turnitin program immediately after starting the work on the bachelor's thesis/project, to ensure the bachelor's registration and monitoring during the process of the thesis/project.

5. After the presentation of the stages provided for in subsections 1.3, 1.4 and 1.5 of Article 28 of the present regulation, the supervisor/co-supervisor of the bachelor's thesis/project is obliged to issue a written report on the compliance of the bachelor's thesis/project with the evaluation criteria and plagiarism, which is reported to the bachelor's thesis/project protection council. The said conclusion is a prerequisite for the acceptance of the bachelor's thesis/project on the observance of the stages provided for in subsections 1.3, 1.4 and 1.5 of Article 28.

6. In case of non-fulfilment of the obligation provided by paragraphs 2-5 of this article by the supervisor/co-supervisor of the bachelor's thesis/project, the bachelor should contact the school director.

7. The supervisor/co-supervisor of the bachelor's thesis/project has the right to apply to the director of the school with a reasoned petition for his/her replacement. 8. In the case of the satisfaction of the appeal/petition stipulated in paragraphs 6-7 of this article, the school council ensures the change of the supervisor/co-supervisor of the bachelor's thesis/project.

Article 33. Bachelor thesis/project concept

1. The concept of the bachelor's thesis/project should include: problem/issue and hypothesis, description of its relevance, approximate structure of the paper/project, brief review of the special literature surrounding the issue to be studied, approximate research methods.

2. The bachelor thesis/project concept must meet the minimum scope requirements outlined for each program/school.

3. The bachelor is entitled to present the concept presentation of the bachelor's thesis/project to the defense council of the bachelor's thesis/project using appropriate technical means.

4. The bachelor is given 5-7 minutes for the presentation of the bachelor's thesis/project concept.

5. The chairman of the bachelor's thesis/project, the expert of the bachelor's thesis/project and, if there is one, a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher make appropriate evaluations of the qualification in accordance with the criteria defined by the technical design and evaluation of the paper. The evaluation of the concept is fixed in the form provided for by the rules of technical design and evaluation of the qualification paper and is confirmed by a signature.

Article 34. Bachelor Thesis/Project Preliminary Application

1. The preliminary application of the bachelor's thesis/project must include: The structure of the work/project, problem/issue and hypothesis, justification of their relevance and their broad overview with analysis of existing views and literature, research methodology.

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2. The bachelor thesis/project pre-application must meet the minimum volume requirements outlined for each program/school.
3. The undergraduate thesis/project pre-application must be completed in accordance with the APA format guidelines for the university thesis, unless a different academic format has been established by the undergraduate program/school.
4. The bachelor is obliged to submit the preliminary application presentation of the bachelor's thesis/project to the bachelor's thesis/project defense board using the appropriate technical means.
5. Bachelors are given 10-12 minutes for the presentation of the bachelor's thesis/project preliminary application.
6. The chairman of the bachelor's thesis/project, the expert of the bachelor's thesis/project and, if there is one, a representative of the relevant and/or adjacent field from the academic/invited staff or a scientific researcher make appropriate evaluations of the qualification in accordance with the criteria defined by the technical design and evaluation of the paper. The evaluation of the preliminary application is fixed in the form provided for by the rules for the technical design and evaluation of the qualification paper and is confirmed by a signature.

Article 35. Defense of the bachelor's thesis/project

1. The bachelor's thesis/project must include the mandatory components provided by the rules of technical design and evaluation of the qualification thesis.
2. The bachelor thesis/project must meet the minimum volume requirements outlined for each program/school.
3. The bachelor's thesis/project must be written in accordance with the APA style requirements of the university thesis, unless a different academic formatting style has been established by the bachelor's program/school; The theses manager provides academic style compliance expertise and provides recommendations to undergraduates in compliance with deadlines set by the technical design and evaluation rules of the qualifying theses.
4. The bachelor is obliged to present the bachelor's thesis/project presentation to the bachelor's thesis/project defense board using appropriate technical means.
5. The bachelor is given 15-20 minutes for the presentation of the bachelor thesis/project.
6. The bachelor is entitled to request the production of an audio recording of the defense of the bachelor's thesis/project, which will be provided by the qualification theses manager. Regarding the above, the bachelor is obliged to inform the manager of qualifying papers at least 2 calendar days before the defense of the bachelor's thesis/project.

Article 36. Evaluation of the bachelor's thesis/project

1. The evaluation of the bachelor's thesis/project is done in accordance with the system defined by paragraph 1 of Article 26 of the present regulation.

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2. The bachelor's thesis/project is evaluated by the chairman of the bachelor's thesis/project, the expert of the bachelor's thesis/project and, if there is one, a representative of the corresponding and/or adjacent field from the academic/invited staff or a scientific researcher individually in accordance with the criteria determined by the technical design and evaluation rule of the qualification thesis. The evaluation of the bachelor'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 assessment is established in accordance with the rules defined by Article 21, Paragraph 1 of this Regulation.

3. The evaluation of the bachelor's thesis/project is fixed in the form provided for by the rules of technical registration and evaluation of the qualification thesis and is confirmed by a signature.

4. The assessment of the bachelor thesis project is 40 points. It is necessary to get at least 20 points (50%) to pass the bachelor thesis/project.

Article 37. Appealing the thesis/project concept, preliminary application, defense assessment(s)

11. A bachelor has the right to submit an application to appeal the evaluation(s) using the MYUG system in the name of the school director within 5 calendar days after receiving the bachelor's thesis/project concept, preliminary application, defense evaluation(s).

2. In the application considered by paragraph 1 of this article, the bachelor must highlight and justify the inconsistency of the concept of the bachelor's thesis/project, preliminary application, evaluation with the components and criteria of the defense evaluation. Unfounded complaint will not be accepted.

3. The director of the school considers the complaint within 5 calendar days and, if it is accepted, creates an appeal commission with at least 3 members. A member of the bachelor's thesis/project defense council cannot be part of the appeal commission. The appeal commission must necessarily include two persons with a doctorate or equivalent academic degree in the field of the bachelor's thesis/project. The appeals commission elects the chairman of the commission and the secretary of the session from among its members.

4. The appeals commission is authorized to request information related to the assessment from the author of the application, members of the bachelor's thesis/project protection council, qualification theses manager, and invite the mentioned persons to an oral session.

5. If the appeal 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.

6. As part of the decision, the Appeals Commission is authorized to review the assessment of the bachelor's thesis/project defense board or to refuse the bachelor's application.

7. The Appeals Commission makes its decision by consensus. The decision is signed by all members of the commission.

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8. The appeal commission's decision will be notified to the author of the application within one month from the submission of the application.

Article 38. Storage and use of bachelor thesis/project

1. The qualification theses manager is obliged to upload the electronic form of the bachelor's thesis/project to the memory card specially allocated by the university. 2. The university has the right to place the bachelor's thesis/project in the library and/or on the web space, in compliance with the principles of academic honesty, to use it in research activities without additional agreement with the author.

Article 39. Participation in the ceremony of graduates and issuance of qualification documents

1. The educational program is considered complete if the student has successfully overcome all the components of the program. Based on the approval of the administration service of the educational process and the financial service, the relevant school/IEP 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 school is eligible to participate in the graduation ceremony.

3. In the event of participation in the graduation ceremony, the student must rent or purchase a gown and cap, the cost of which is determined by the Rector's order.