



INTERNATIONAL
UNIVERSITY OF
TBILISI

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Educational Process Regulations of Tbilisi International University

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Article 1. General Provisions

1. The Regulation of the Educational Process at the University (hereinafter - the Regulation) regulates the organizational procedures of the educational process at LLC Tbilisi International University (hereinafter - the University), determines the mutual relations of the participants in the educational process, and establishes unified norms for academic activities at the University.
2. To fulfill the current regulation, it is necessary for all participants in the university's educational process - professors, invited staff, and students, as well as the administrative staff responsible for organizing the educational process
3. The university pursues the following objectives in implementing the main regulations of the educational process, focusing on the outcomes of learning:
 - Ensures the implementation of educational programs with qualified academic and qualified personnel;
 - Ensures the execution of educational programs with financial and material resources;
 - Evaluates the results of student learning through a comprehensive system and utilizes a general system for evaluating educational program outcomes, which is reflected in the self-assessment account;
 - Ensures the continuous improvement of the quality system at the university and its alignment with the goals of learning, teaching, and evaluation;
 - Upholds the academic freedom right.
4. The structure of the educational process involves continuous monitoring, updating, and improvement, while the content of learning is established based on achieving full-fledged outcomes and development.

Article 2. Language of Teaching

The language of instruction at the university is Georgian and English. Proficiency in the language of instruction is agreed with the Ministry of Education and Science. It is also possible to study certain courses in other languages within specific educational programs.

Article 3. The attainment of a student's status at the University.

1. Tbilisi International University offers bachelor's, one-cycle and Master academic degree programs.
2. The determination of a student's status in bachelor's and one-cycle programs at the university, particularly regarding the highest level of education (bachelor's degree) and one-cycle programs, is subject to either passing unified national exams and at the second level of higher education on the basis of common master's exams or meeting the criteria established by the legislation of Georgia.
3. In order to obtain student status in bachelor's degree programs, passing unified national exams is mandatory for the programs outlined by the Ministry of Education and Science of Georgia. The right to continue studying at the university is granted based on the results of unified national exams or other criteria specified by the Ministry and the document ranking the abiturients' scores.
4. After obtaining the right to enroll in the university, the applicant is required to apply to the university for admission.
5. The university rector issues an order regarding the admission of students to the university based on the results of the student's application and unified national exams.

6. The order of the University Rector regarding student admissions is forwarded to the Ministry of Education and Science of Georgia.
7. An applicant who, within the administratively defined deadlines, does not present the complete general education approval document or military discharge document that verifies completion of compulsory military service and does not represent a military service exemption, may be admitted to the university only provisionally, based on the university's established deadline for the submission of the required documents. In the case of discrepancies in document verification, the order of provisional admission may be revoked in the corresponding part of the applicant.
8. The student who did not apply for administrative registration at the university within the specified deadlines has the right to address the administration until the 1st of June of the current academic year.
9. **Entrants with the right to study without passing the unified national exams**, the status of a university student will be granted to (foreign residents, stateless person or citizens of Georgia who have lived abroad for at least the last 2 years) according to the legislation determined by the relevant regulation, with the following priorities taken into consideration:
 - 9.1. Students have the right to enroll in a bachelor's/single-cycle educational program at the university:
 - a) Citizens of a foreign country and stateless persons who received a complete general or equivalent education in a foreign country;
 - b) For Georgian citizens who have completed full general or equivalent education in a foreign country and studied full general education in a foreign country during the last 2 years;
 - c) For persons who study/studied and received credits in a foreign country in a higher educational institution recognized in accordance with the legislation of this country.
 - 9.2. An individual aspiring to enroll in the university, who has successfully passed the entrance examination, where language proficiency (specifically, knowledge of the B1 level of the language of instruction) is assessed, submits a request to the university. In cases where the decision is made to grant approval for enrollment based on the individual's preference for the university and the satisfaction of the purpose of enrollment, and upon separate consideration of the matter, issues a letter of consent to the Ministry of Education and Science of Georgia.
 - 9.3. The university has the right to request from the applicant a formal acknowledgment/explanation of his/her educational document, legalization, and/or apostille verification.
 - 9.4. In the case of receiving consent from the university, the applicant is required to apply to the Ministry of Education and Science of Georgia and obtain the right of recognition in accordance with the decision of the Minister of Education and Science of Georgia on the authorization of the university.
 - 9.5. After the issuance of the decision of the Minister of Education and Science of Georgia regarding accreditation, the directive of the university's rector will be issued for the enrollment of the applicant in the university.
 - 9.6. In the case of enrollment in a university in a foreign country for a Georgian-speaking program, the individual is required to pass a Georgian language proficiency test and obtain a confirmation of language knowledge at the B1 level.
10. Without passing the common master's exams, enrollment according to the procedure established by the Ministry of Education and Science of Georgia is allowed:

- 10.1. For master's degree candidates who received a document confirming the academic degree of the relevant higher education in a foreign country;
- 10.2. For persons who are studying/studied and have received credits in a foreign country in a master's degree program of a higher educational institution recognized in accordance with the legislation of this country;
- 10.3. For master's degree candidates who were enrolled in a higher educational institution in accordance with the procedure established by Article 52, Paragraph 3 of the Law on Higher Education of Georgia.
- 10.4. Studying in a higher educational institution without passing the general master's exam is allowed for a person who passed the relevant threshold in the exam provided by the list of international exams approved by the Ministry of Education and Science of Georgia.

Article 4. Enrollment of a student in the university under the mobility rules

1. According to the regulations of the Ministry of Education and Science of Georgia, student enrollment at the university is conducted based on mobility, as per the directive N10/6 of February 4, 2010, issued by the Minister of Education and Science of Georgia.
2. In the case of student enrollment based on mobility, considering the provisions of the existing legislation and the 'Regulation on Recognition of Education (ECTS Credits) Obtained during the Learning Period' established by the University Board, the determination of the student's eligibility for admission into another educational program within the Dean of the School and Quality Management Department. Following this, the student will be allowed to continue studying at the university from the semester specified in the recognition of learning.

Article 5. General Rules and Procedures for Mobility

1. According to the regulation on the right of transfer based on mobility (enrollment into the highest educational institution of Georgia), a student who has been enrolled based on the regulations determined by law in the authorized highest educational institution of Georgia and who has completed one academic year of study (excluding the status exemption period) is entitled to transfer.
2. In accordance with the provisions defined in the third clause of this regulation, the individual designated for the implementation of mobility is required to secure the right to transfer in the university, as per the authority of the Ministry of Education and Science of Georgia. Compliance with the established procedures outlined in the third clause of this regulation.
3. For the implementation of mobility, the university determines the number of available free spaces where the admission of students through mobility is possible.
4. When calculating the number of available free spaces, the university deducts the maximum number of allocated places within the specified quota in the regulations from the total number of students registered in the national examination center for unified national exams. Additionally, the number of students who have completed the designated courses in the regulations is added to the allocated quota

5. The vacancies for mobility in schools and higher education programs will be available on the respective electronic portal
6. After submitting a mobility application, the university determines a deadline for the completion of the documentation process by the applicants for mobility, parallelly with their electronic registration process.
7. The applicant for mobility is required to submit all the documents necessary for enrollment at the university, including those required for the recognition of a bachelor's degree, a single-cycle and Master higher education program student in the university. Additionally, in the case of a request for the recognition of a mobile applicant's completed higher education program, the applicant will be asked for academic references and, if necessary, additional documentation (such as curriculum vitae and syllabus).
8. The university reviews the student's personal work and makes a decision regarding the recognition of the program completed by the mobility applicant, based on the procedures established by this regulation.
9. The rights and responsibilities of mobility are regulated by the order #10/n of the Minister of Education and Science of Georgia dated April 4, 2010.

Article 6. Results of Mobility

1. The mobility seeker obtains the right to enroll in the university through the educational management system, allowing for examination of the information regarding the conditions for admission through mobility.
2. The university rector issues a joint decree regarding the admission of students through mobility, which will be available in the information system until October 1st or during the first semester break. The details of the management decision will be recorded in the information system within 2 working days from the date of issuance of the decree (in the register).
3. The procedures related to mobility that are not specified by this regulation are regulated by the provisions established by the Minister of Education and Science of Georgia with the order #10/n of February 4, 2010, "On the Approval of the Rules for Transition from the Educational Programs of Higher Educational Institutions with Accredited Programs to Other Accredited Programs."

Article 7. Internal Mobility

1. In every semester, students have the right to apply for internal mobility within the educational programs accredited by the Minister of Education and Science of Georgia, according to the order #10/n of February 4, 2010.
2. Internal mobility is announced twice a year at the discretion of the university administration.
3. In internal mobility, a student has the right to participate even when the student has a reserved status at the time of announcing internal mobility applications.
4. In the process of internal mobility, the recognition of a student's credits is carried out in accordance with the "Rules for Recognition of Education (ECTS Credits) Obtained during the Learning Period."

5. In the case of internal mobility of a student (in accordance with the relevant regulations), the transfer to another educational program within the university is determined by the Rector's order.

Article 8. Student status extension and termination terms

1. The temporary suspension of a student's status is the provision of temporary freedom, resulting from the mutual agreement between the student and the university, from the fulfillment of rights and responsibilities related to the educational process, either due to the non-fulfillment or the anticipated impossibility of fulfillment. The temporary suspension of a student's status is recorded temporarily and is subject to approval by the relevant authority, ensuring a comprehensive restoration of the student's rights in the future.
2. The termination of a student's status is the granting of full release from all rights and responsibilities associated with the student's status, enabling the individual to abstain from actions related to the educational process, including the inability to pursue or receive results of studies. It involves the student's exemption from any irreversible actions or legally binding decisions in other relevant situations. In such cases, legal consequences arise twelve months after the issuance of the decision (considered as a period of suspended status), and the individual is entitled to engage in mobility rights.

Article 9. Regulations for the student's status extension

1. The right to suspend a student's status and the maximum duration for the suspension of student status are:
 - a. Personal application - with the student's requested duration, not exceeding 5 years;
 - b. Failure to complete administrative/academic registration within the specified period, financial obligations;
 - c. Leave for studying abroad - with the planned duration of study (excluding exchange programs);
 - d. Disability or other circumstances preventing the person's involvement in student life - within the timeframe of relevant regulations;
 - e. In the case of legal response to a crime;
 - f. Pregnancy/parental leave;
 - g. Failure to fulfill contractual obligations established with the university by the student.
2. The suspension of a student's status is determined by the order of the university's rector. The suspension of a student's status must be recorded in the unified registry of students.
3. A student has the right to request the suspension of their status based on their initiative. The request should be submitted to the university rector, upon its own initiative. In the case of a decision on the initiation of the suspension of a student's status, the student must be involved in the resolution of the specified issue.

4 During the period of suspension of a student's status, the university and the student are released from mutual rights and obligations. However, the student is required to complete the existing assignments before the suspension of the status and return to temporary responsibility within the framework of university regulations.

5. In the event of the suspension of a student's status, the student continues their studies from the semester following the one in which the suspension occurred.

6. A person whose student status is suspended has the right to transfer to another higher education institution or program within the university (mobility/inner mobility).

7. The head of higher education institution's accreditation is obliged to grant student status to a non-resident of the country who has successfully passed unified national exams after the completion of academic registration if the evaluation of one component in the total assessment of the academic component does not fall below the minimum score and within 45 calendar days from the completion of academic registration.

8. The head of the higher education institution's accreditation is required to inform the Ministry of Justice of Georgia in writing within 10 calendar days from the issuance of the order regarding the suspension/termination of student status in the case of a non-resident student on the basis of the seventh point of this clause. The information should be submitted to the Legal Entity of Public Law - the Public Service Agency for the execution of public services in the field of legal entities of public law.

9. In the event that the educational program on which the student's status was based is either terminated or modified for the student before the reinstatement of the student's status, the student is entitled to continue studying with the most similar educational program among all educational programs or switch to another higher education institution, as determined by law.

10. Upon completion of 5 years from the expiration of the student's status, the individual is eligible to apply for the reinstatement of the student's status.

11. The procedures related to the suspension of a student's status, which are not specified by this regulation, shall be determined by the University Rector's order, which must comply with the effective legislation and the Minister of Education and Science of Georgia's decree No. 10/N of February 4, 2010, "On the Procedures for Transferring from Higher Education Institutions with Accredited Programs to Other Higher Education Institutions."

Article 10. Regulations for the termination of student status

1. The grounds for termination of student status are:

a) Personal statement;

b) Completion of the educational program by the student at the given level;

c) To reinstate the student's status within 5 calendar years from the moment of the student's status suspension.

- d) Impossibility of achieving study results, which is determined by the curriculum of the relevant educational program (listening to the same compulsory course three times and not obtaining credit);
 - e) In accordance with the University's Code of Ethics, internal regulations, and disciplinary rules, actions inconsistent with maintaining student status as determined by the University Board's decision.
 - f) Death;
 - g) Transfer of the student to another higher educational institution.
2. A student, who is subject to the process of discontinuing student status, has the right to be informed about the nature of the decision and be provided with the opportunity to express their views, explanations, and arguments regarding the reasons, justifications, and evidence for the determination of suspension.
 3. The discontinuation of a student's status is carried out by the order of the university rector and signifies the annulment of the agreement entered into with the student.
 4. The termination of a student's status results in legal consequences one year after the issuance of the corresponding legal act, during which the person is entitled to appeal the decision or utilize the right to mobility.
 5. The termination of a student's status and the removal of the educational contract may be subject to adjudication/arbitration according to the relevant legal provisions (in accordance with the agreement of the parties involved).
 6. The procedures related to the termination of a student's status, which are not specified by this regulation, are regulated by the university's rector upon the directive, which should be in accordance with the effective legislation and the Order No. 10/N of the Minister of Education and Science of Georgia dated February 4, 2010, "On the Rules for Determining Transfer from Higher Education Institutions with Accredited Programs to Other Higher Education Institutions."
 7. In the event of the termination of a student's status, their re-enrollment is subject to regulations established by law.

Article 11. Restoration of student status

1. In the case of reinstating the status of an expelled/dismissed student from the university, the semester for the student is determined through the process of assessing compatibility with the active program (based on the credit exemption regulations).
2. A student who has not been assigned academic tasks related to the bachelor's/single-cycle/Master program and does not have a legal act regarding the termination of student status is entitled to continue studying, initiate a personal petition process, and complete the academic program through additional semester(s) (as registered in the student data database, such as course completion).

Article 12. General description of the student knowledge assessment system

1. In the student's educational process, each student is academically evaluated to ensure that the university uses the European Credit Transfer and Accumulation System (ECTS) for the purpose of crediting and grading, which is necessary for the implementation of the educational program's objectives.
2. The system for evaluating the knowledge of students enrolled in university educational programs is developed in accordance with the regulations specified by the Minister of Education and Science of Georgia on January 5, 2007, under the decree No. 3, which defines the rules for assessing knowledge in the field of education and science in Georgia.
3. Credits will be used to evaluate the employment readiness of students – a unit that reflects the necessary academic load for the student and can be obtained upon successful completion of studies. This is in accordance with the decree No. 3 issued by the Minister of Education and Science of Georgia on January 5, 2007, under the #3 order, specifically outlined in the "Regulations for the Calculation of Credits for Higher Education Programs" in Article 4, Point 7.

Article 13. Student's educational activity

1. The student's academic workload is the time required for the successful completion of studies within the framework of the specified educational program. The student's academic workload encompasses dedicated and contact hours.
2. In accordance with the credit system, a student's workload during one academic year includes an average of 60 credits. Each credit corresponds to 25-30 astronomical hours of the student's academic activity, which translates to approximately 1500-1800 astronomical hours of academic work throughout one academic year.
3. The distribution of credits occurs among all components of the educational program. A credit represents the amount of work required to complete a specific component, both for its fulfillment and for achieving learning outcomes. It encompasses both the organized theoretical and practical work carried out within the established framework of the program (contact hours) and the individual work conducted by the student (Independent work hours).
4. During credit calculation, additional time is not taken into account for supplementary assessment (preparation, examination, evaluation) for the specified period, as well as for consultation time with the responsible person for the component of the educational program. Consultation time is defined within the educational course as 1 hour per week, on the same day when the course is conducted.
5. A student's annual credit load cannot exceed 75 credits. However, in the case of a medical single-cycle program, the student has the right to obtain an additional 15 credits over the entire period of the program as stipulated by the curriculum

Article 14. Evaluation of students' achievements

1. The evaluation of students' achievements takes place throughout the entire semester. The final assessment of a student must represent the sum of intermediate evaluations and the independently obtained result of the exam. The student's knowledge, evaluated in all components, is scored out of 100 points.

a) There is no percentage share in the final evaluation.

b) Unattainable components are evaluated by the student in a unified manner - only through the exam results on the grading scale.

c) The academic performance level of a student at the university is determined both by the grades obtained in academic courses and by the designated equivalent of these grades - the average academic assessment (GPA-grade point average).

d) Any educational course's GPA is calculated by the formula: $GPA = (X-50) \times 0.06 + 1$, where X is the score obtained in the educational course. For example, if a student scores 83 in an educational course, the GPA for that course will be 2.98 $((83-50) \times 0.06 + 1 = 2.98)$. GPA is calculated only for those educational courses in which the student has received a separate evaluation (A, B, C, D, E). The grades FX and F are treated as 0 in the GPA calculation. To obtain semester GPA for narrative grading data, negative evaluations will also be considered when totaling.

e) In any interval of the educational process, the student's cumulative Grade Point Average (GPA) can be calculated. It is calculated by the formula: $GPA \text{ (Cumulative)} = (\sum \text{ GPA for each educational course} \times \text{corresponding credits}) / \text{total credits for all educational courses}$. In case the Cumulative GPA is not less than 3.5, the diploma will be awarded with honors; otherwise, a regular diploma will be granted.

2. Evaluation System

2.1. Receiving 100 points means achieving the maximum final evaluation for a student. In cases where a student scores between 51 and 100 points, the exam is considered passed. For scores ranging from 41 to 50 points, the student is given the opportunity to retake the course once with the possibility of achieving a passing grade. If a student scores less than 41 points, they must retake the course

2.2. In each educational course/component, the mid-semester evaluations, final assessments, and exam grading system are established. The detailed information about the course execution is thoroughly described in the syllabus, provided by the course instructor/assigned personnel.

2.3. At Tbilisi International University, the following evaluation and grading system are in force:

Positive evaluations::

- (A) Excellent – Maximum score: 91-100 points;
- (B) Very Good - Maximum score: 81-90 points;

- (C) Good – Maximum score: 71-80 points;
- (D) Satisfactory - Maximum score: 61-70 points;
- (E) Sufficient – Maximum score: 51-60 points;

Negative evaluations::

- (FX) Fail - Unable to pass: 41-50 points, indicating that the student needs more effort to overcome difficulties, and has the right to retake the exam once with the opportunity for additional preparation for passing.
- (F) Fail - Maximum score: 40 points or less; (FX) Fail - Negative evaluation allows students with failed grades to have the right to retake the exam after additional preparation.
- (F) Fail - Signifies that the student's work is not sufficient, and they have the opportunity to retake the exam after further study. To retake the educational course, the student must pay the corresponding fee, calculated by the formula: $Q = S / 60 * n$, where S is the annual tuition fee of the educational program, and n is the number of credits for the educational course

2.4. The student has the right to pass the same educational course up to 3 times

2.5. An additional exam may be designated only once for this examination, and the assessment 'FX' will not be recorded for this examination. The score obtained from the additional exam will not be added to the previously earned points in the assessment. The evaluation received from the additional exam is considered an independent assessment and will be reflected in the final evaluation of the corresponding component of the educational program. In the case of scoring between 0-50 points in the overall assessment of the final evaluation of the component of the educational program, the student will receive an 'F-0' score.

2.6. An additional exam, upon the presence of valid reasons, can be scheduled in accordance with the student's interests, through a personal petition submitted to the dean's office. This may take place in an individual mode and not later than the beginning of the following semester. (Subject to approval by the individual legal act of the rector).

2.7. The organization of an additional exam, as well as the expenses associated with studying from the beginning of the course, will be determined based on the specified tariff chosen by the student.

2.8. Midterm examination is an essential component of the evaluation in the course. During the progression of the course, the student undergoes one midterm examination, which assesses the knowledge and skills acquired or received by the student.

a) The midterm examination may cover the specifics of the subject matter, such as test-type (open and closed book tests), essays, case studies, theoretical questions (written/oral), and/or a combination thereof.

b) The conduct or reevaluation of the midterm examination, or the improvement of the result, is possible within the deadlines specified in the syllabus, specifically during the sessional period.

2.9. Activity - At the end of each course, a student may accumulate points for active participation in workgroups/practicals/laboratory work.

A) Activity may take various forms: for the assessment of the student's knowledge, written forms such as quizzes, exams, tests, etc., as well as oral examinations, debates, presentations, group and individual projects, etc., may be utilized.

2.10. Assessment and evaluation of reports, projects, and other assignments take place within the deadlines specified in the syllabus

2.11. Attendance during contact hours - as a specified criterion, it does not have a percentage weight in the final evaluation.

2.12. The implementer of the educational course should not be influenced by components of the evaluation that do not comply with the regulations in force.

2.13. Official approval with a legal force document is required for every absence hour.

The following are considered honorable: a) illness, information provided by medical institutions determined by medical regulations b) death of a relative, which is confirmed by submitting a death certificate (relative is defined by the Tax Code of Georgia); c) change of student status or marital status (marriage), which will be confirmed by submitting a marriage certificate; d) force majeure circumstances, environment and climatic conditions, due to which the student is unable to report to the school;

3. Individual Schedule

3.1 In the case of individual circumstances, the student may be allowed to follow an individual schedule, taking into consideration: employment (full-time or part-time), chronic illnesses, parenthood, professional sports participation, mandatory military service, and other relevant circumstances. In such cases, the student follows an individual schedule that corresponds to their specific situation. It should be noted that the reasons mentioned above may result in the student attending lectures, practical exercises, and other educational activities individually. This allows the student to acquire credits in accordance with their individual circumstances and activities, potentially earning points for participating in extracurricular activities.

3.2 Recovered hours and activity scores are recorded in the individual transcript of the student's activity assessment.

3.3. The student's withdrawal from individual schedule can be implemented based on the student's application and the corresponding regulation, within one academic semester.

3.4. A student following an individual schedule is required to include all other activities (midterm exam, makeup exam, final exam, additional exam) within the timeframe determined by the academic calendar, according to the examination schedule.

3.5. The grades obtained by the student in the midterm components are considered only for the current semester. In the next semester or when progressing through the course from the beginning, the midterm grades obtained during the previous semester will no longer be considered in the evaluation.

4. Practicum

4.1. The university, represented by a student within the framework of the educational program, actively forms practical components in various sectors, ensuring effective collaboration with companies operating in the Georgian market, public and private institutions, as well as international organizations.

4.2. In the context of a student with a corresponding profile, employment opportunities are considered as the object of practice.

Article 15. Accumulation of credits by the student. Additional semester

1. Obtaining/accumulating credits by a student is possible only upon successful completion of the required work/tasks.

2. In order to receive/accumulate credits, the student is obliged to submit:

- Corresponding mid-semester components of each study course (during the semester);
- Final exam.

3. A student who, within the specified deadlines of the educational program, fails to meet the corresponding academic standards has the right to register for additional courses in the next semester and complete the academic program through self-funded means.

4. The tuition fee for additional semesters is determined by the tariff specified in the contract concluded with the student during the registration period.

5. The number of credits earned by the student in each semester is recorded in the student's academic card.

Article 16. Academic year at the University

1. An academic year consists of semesters and an intersession period, which does not exceed 12 uninterrupted calendar months.

2. An academic year is bi-semester. A semester is a period of time that includes the unity of educational weeks, additional exam/examination period, and the evaluation period for student performance on additional exams. The duration of one semester comprises 20 educational weeks. The university's academic year consists of 40 educational weeks.

3. An educational week is a period of time that includes the average academic workload of a student, encompassing both the educational content upload and various activities to be completed during non-contact hours.

Article 17. Organization of the university's educational process

1. The organization (management) of the university's educational process is carried out by the Rector of the University, Vice-Rector, the Department of Management of Educational and Administrative Affairs, Deans of Schools, and the Department of Quality Management.
2. The educational process at the university includes lectures, practical exercises, and other forms of instruction within the framework of the educational programs and syllabi.
3. The duration of a lecture or practical exercise at the university is 50 minutes. There is a 10-minute break between lecture-practical sessions. After the third lecture hour, there is a break of 30 minutes. The specified schedule is established in the educational timetable.
4. The university's educational process is implemented based on the approved schedules by the Department of Management of Educational and Administrative Affairs and in accordance with the agreements reached with the Deans of Schools. The schedules for educational/examination tables are published in the university's electronic program every semester.
5. Following the successful completion of the unified national exams, the administrative registration of admitted students, there is the formation of student groups based on the educational programs. In each group, students choose a group leader who is responsible for facilitating active communication between the administration and the group, as well as addressing organizational matters within the group.

6. The completion of the course requires:

6.1 Teaching and student assessment should be carried out in accordance with the respective educational programs and syllabi of the academic programs and courses.

6.2. Student academic performance information should be regularly entered into the electronic program of the management of the educational process. In addition:

- a) The grades for student's activity and the results of declarations should be entered no later than the end of the following week of the last week of the academic semester;
- b) The assessment of students' mid-term/final exams, quizzes/extra tests, and other activities should be entered no later than 3 days after completion;
- c) The evaluations of students' internships should be entered no later than within 1 week.

6.3. Exam tests should be submitted to the dean of the school within the following deadlines:

For mid-term exams, not later than 2 weeks from the beginning of the semester;

For final exams, not later than 4 weeks from the beginning of the semester.

6.4. In case of non-attendance due to an honorable reason, inform the dean the day before and agree with him the time to resume classes.

7. The dean of the school is obliged to:

7.1 Lecturers should provide fact-based coverage during the academic hours of the week.

7.2 Accumulate, process, and expand upon the examination materials.

8. The academic process manager is responsible for:

8.1 Before the start of the lecture, ensure the opening and preparation of the auditorium (supervision of the projector, testing) for the smooth conduct of the educational process;

8.2 Monitor student attendance. Take attendance of the students present on the corresponding level during the ongoing process of the educational process (from the beginning of the lecture for not more than 10 minutes) on lecture-practical classes;

8.3 In the process of the educational process, in case of a student's disciplinary violation, immediately inform the university security service.

9. Study contract

9.1 At the beginning of the semester (within the first 2 weeks of the educational week), a student is required to, in accordance with the school schedule and the educational program, formulate an educational agreement on the educational board. The agreement should outline the student's obligations regarding the priority of acquiring knowledge, indicating the view of the payable credits and the semester tuition fee for the upcoming semester courses, with the respective total credit and semester learning fee.

9.2 The educational agreement takes the form of a tripartite agreement. One party is recommended to consult with the next one, the second party oversees the financial service and records the student's progress over the academic year, and the third party is transferred to the student.

9.3 In the event that the student does not formulate the educational agreement within the specified period, the semester tuition fee will be determined based on the total credits allocated for the semester, considering the educational program's view, for the relevant semester.

Article 18. Regulations for Admission, Modification, and Cancellation of Educational Programs

1. In order to enhance the quality of education, program development, provide better service to the community, and with the goal of mobility between one university program and another within the educational system, the university may, after consulting with the school's council and considering the objectives of the educational program, change or terminate the academic program, while the student may decide to change the educational program. In the event of changing or terminating the educational

program, it is crucial for the university to ensure the subsequent education of students in accordance with the relevant program.

2. The university reviews and approves the educational program in consultation with the respective university council and school board.
3. The implementation of the educational program involves the participation of the university's corresponding academic personnel, personnel with the necessary qualifications, employees, and students.
4. The program should be in line with the mission of the university and should anticipate the requests of interested parties (government, future students, labor market, and potential employers). The program should describe various aspects comprehensively in a clear language.
5. The implementation and effective conduct of the educational program is coordinated by the program leader (who leads the program's implementation committee) - a representative from the university's professorship or qualified personnel.
6. Changes in the educational program are carried out in accordance with the "Regulations for the Development and Implementation of Educational Programs of Tbilisi State University".
7. In case of program changes, the university ensures the definition of individual responsibilities for each student based on the differences between the existing and the new educational programs, as well as, if necessary, the possibility for the student to study individual courses/components in the framework of an individualized educational program.
8. For the modified educational program, an individualized learning plan is developed in agreement with the student.
9. In cases where a student wishes to continue their studies in other higher education institutions with more advanced educational requirements, the university provides an opportunity for the student to study in a regime of transferring to another educational program until the completion of the entire process of transitioning all interested parties.

10. The termination of the educational program is possible in the following cases:
 - a) In the event that no student is enrolled in the corresponding educational program;
 - b) The educational program no longer complies with legal requirements;
 - c) The continuation of the educational program is no longer in line with the university's mission;

d) In other circumstances specified by law.

10'. Decision on the termination of the program will be made in accordance with the 18th clause, 10th point, and will consider the final decision in the following circumstances: based on requests from the labor and educational markets, interested parties (students, graduates, employees, etc.), and the feedback results on the quality of the program.

11. In case of program termination, the university must inform the National Center for Quality Enhancement in Higher Education before the termination of the program. The university should provide students with information and details about the program's termination, including information similar to that required for the implementation of other educational programs by the highest education authorities. This includes all mandatory aspects of the accreditation and authorization process for educational programs.

12. The university is obligated to consider the maximum competence achieved by the student in the academic courses/components undertaken, in order to make a decision with the highest proficiency before the cancellation of the program. This is necessary to establish an agreement for other advanced educational programs of higher education institutions, for the purpose of achieving the objectives of the university's educational program beyond the annulment of the program.

13. The mechanisms for post-student education assurance must be specified in detail in connection with the cancellation of the educational program, based on the decisions received from the recognized Board of the University.

Article 19. General Inquiries Regarding Educational Programs

1. The standard of the educational program is determined by various criteria specified in accordance with the "Regulations for the Development and Implementation of Educational Programs of Tbilisi International University for Teaching and Implementation.
2. The implementer of the educational course is not allowed to introduce additional points or make changes to the syllabus without compliance with the respective procedures, after the end of the semester, one month before the start of the next semester

Article 20. Evaluation/Assessment of Educational Programs

1. The evaluation of the educational program is conducted annually.
2. The evaluation of the educational program involves students, graduates, personnel, program coordinators, and other relevant parties.
3. Within the frameworks of the evaluation of the educational program, emphasis is placed not only on the productivity of the educational program but also on the accuracy of its implementation mechanisms and feedback from students/personnel.
4. As part of the evaluation of the educational program, the administration conducts anonymous surveys to ensure the objectivity of the results obtained through the conducted questionnaire.

5. The Quality Management Department is responsible for conducting the evaluation survey of the educational program. After analyzing the survey results, the department initiates relevant actions, coordinates with the educational program, and prepares recommendations.
6. Additional instruments for the evaluation of the educational program by interested parties are outlined in the quality assurance policy.
7. The results of the evaluation of the educational program should be taken into consideration during the modification of the educational program.

Article 21. Transparency of Admission for Programs with Advanced Selection

1. In order to make informed choices regarding the selection of academic courses/components within the educational program, students have the opportunity to familiarize themselves with the university's (curriculum) and the educational course programs (syllabus).
2. Familiarity with curricula and syllabi is possible through the university's website (Educational Programs and Catalog) and the electronic program management system for the management of the educational process.
3. Students can initiate the selection of elective courses from the relevant module of the proposed subjects before the start of the semester.
4. The registration of the student's initiated selection and the form completion of the student's educational table will be carried out electronically through the electronic program management system for the management of the educational process.

Article 22. Resources for the Implementation of Educational Programs

1. The educational program is developed by the academic and invited staff of the university.
2. The qualification requirements for the leader of the educational program are determined by the Tbilisi State University's policies on the development and implementation of educational programs at the international level.
3. The rules for the selection of academic positions and recruitment of staff in the university are determined by the university's regulations and "Policy on Position Recruitment

Article 23. General Principles of Educational Program Accreditation

1. The evaluation of the declaration of the educational program is significant in comparing the outcomes of a student enrolled in a different educational program/programs at the university. The university makes decisions based on the program through which the student continues their studies and compares the obtained credits in the differentiated components or courses with the requirements of the university's program to achieve its educational goals. This is crucial for the university's decision-making regarding the continuation of the student's education in a different educational program within the framework of earned credits for the purpose of the declared educational program.

2. The university establishes the procedure for implementing the assessment of the educational program's review, determining the level (semester) at which the student continues their studies, and the necessary credit accumulation for qualification.

3. Subject to recognition:

a) Accredited higher education programs in Georgia that are authorized by the state.

b) The part of accredited higher education programs conducted by non-accredited institutions, as determined by law, which is considered accredited.

c) The declaration of non-accredited higher education programs conducted by non-accredited institutions, which leads to the student's status upon passing only one unified national examination, is determined by the regulations established by the legislation of Georgia. In such cases, obtaining a declaration in the field of non-accredited higher education, according to the regulations set by the Ministry of Education and Science of Georgia, results in the initiation of legal proceedings by the Public Defender - the National Center for Educational Quality Enhancement, as determined by the regulations of the Ministry of Education and Science of Georgia.

d) Accredited or declared higher education programs according to the legislation of a foreign country.

Article 24. Regulations for the Accreditation of Educational Programs

1. It is necessary to declare the completion of the educational program, and upon its successful completion, the student is awarded the corresponding qualification. The declaration occurs on the same basis.

2. The declaration does not apply to programs that, according to the relevant legislation, do not fall under accredited higher education programs, including those programs that are not conducted in accordance with the legally established regulations (non-accredited and independent listener programs).

Article 25. Regulations for the Accreditation of Educational Programs

1. The declaration of the program is based on the student's request and the documentation determined by them, in accordance with the "Regulations on the Declaration of Education (ECTS Credits) Obtained during the Study Period."

2. The program declaration may be accompanied by the student's personal work (academic research), and it is also possible to evaluate the content of the student's acquired knowledge through the examination of relevant documents (curriculum, syllabus).

Article 26. Completion of the Educational Program and Assignment of Qualification for Graduates

1. An educational program is considered completed when a student accumulates:

a) On a bachelor's program – no less than 240 credits.

b) On single-cycle programs – no less than 300/360 credits (Dentistry/Medicine).

c) For the master's program - not less than 120 credits.

2. After obtaining the corresponding credits for the completed studies, the individual is conferred with the relevant qualification, as approved by the university rector and endorsed by the Minister of Education and Science of Georgia and the Minister of Finance of Georgia, in the form of a determined diploma with its attachments.

3. In the case where the course completion GPA is not less than 3.5, the diploma will be awarded with honors; otherwise, a regular diploma will be issued.

Article 27. Tuition fee

1. The cost of the educational program at the university is determined in agreement with the partners by the university's rector.

2. The tuition fee is paid on a semester basis, and the deadlines are determined during the administrative registration period (individual schedules may be determined in agreement with the student). During the semester, for programs with a specified standard and less than the standard load, the student pays a proportional fee. However, for loads exceeding the standard, the student pays the corresponding additional amount. In the case of additional credits taken for self-study, the student incurs an extra fee corresponding to the credit amount.

3. Students partial funding from the state grant must distinguish between public financing and the real cost of education when applying for administrative registration within the specified deadlines.

4. During a student's enrollment, the tuition fee set for them remains unchanged for the duration of their primary study period within the specified main period. In the case of a student granted the right to continue their studies, the tuition fee is determined according to the effective tariff at the moment of extending the study period.

5. In the event that a person, whose status as a student had been suspended, reinstates the agreement with the university, the tuition fee in this case is determined by the tariff effective at the time of reinstating the student's status.

6. Additionally, in the case of registration for an additional semester, the tuition fee remains unchanged, and it is determined by the tariff specified in the agreement concluded with the student.

7. A student has the right to request the cancellation of administrative registration within no more than a 2-week period from the start of the educational process. After the expiration of this specified period, the student retains the right to request a refund of the paid amount or its utilization in the subsequent semesters.

8. Within the framework of educational services, the student incurs the cost of tuition fees, which also includes the payment for obtaining a diploma.

9. The student has the right to receive financing for specific bachelor's/ one-cycle / Master programs through internal university grants.

Article 28. Student rights

1. The student has the right to pursue higher education aligned with their interests and actively engage in daily university activities to maintain a high educational standard.
2. A student is considered to have forfeited their rights in academic freedom and the "Higher Education" aspect according to the legislation of Georgia if they fail to fulfill the organizational questions of the educational process, maintain high-quality education, discipline, and safety or do not comply with the goals and principles of the university's mission for effective work.
3. Under the laws and regulations of the university, a student is entitled to rights determined by the legal and regulatory activities of the university:
 - a) Request the University Administration, in accordance with the laws and regulations of the university, to fulfill the obligations stipulated by legal acts, agreements concluded with the student, and the educational programs of the university;
 - b) Participate in extracurricular activities of educational and research programs, utilizing the university's educational and research resources, library, informational, and other facilities
 - c) Receive information from the University Administration about their rights, educational programs, and other resources of the university;
 - d) Express freely their opinion and present a justified refusal in relation to any decision that affects the ongoing educational process.
 - e) Within the determined deadline, choose elective components of the educational program or participate in the implementation of an individualized educational program, in accordance with legally established conditions;
 - v) Participate in the evaluation of the academic personnel and the educational process conducted by the university

Article 29. Student duties

The duties of a university student include:

- a) Abiding by the laws, regulations, and rules of the university, as well as the requirements and decisions of the university's authorities and academic activities;
- b) Fulfilling the academic obligations determined by the educational program;
- c) Complying with the responsibilities stipulated by agreements concluded with the university.

Article 30 . Contract

1. The university establishes an agreement (contract) with the students.
2. The agreement is valid for the entire period of study.

3. The increase of the tuition fee during the uninterrupted continuation of studies is prohibited, except in cases determined by legal regulations.
4. The agreement must be signed exclusively by the student, unless the student is under the age of 18, in which case it is signed by their legal representative with legal authority.
5. A contract is undertaken to cultivate the Georgian language immediately in the form of two exchange programs, one exchange program being designated for the university and intended for student engagement in personal business, while the other is granted to the student

Article 31. Examination Regulations

In the university, exams are conducted in accordance with the regulations set by the university administration for the implementation of the 'Exam Conducting Regulations

Article 32. Final Provisions

1. In accordance with the current regulations, the university administration confirms adherence to the established rules."
2. "Under the current regulations, changes will be introduced by the university administration