

Free Academy of Tbilisi

Learning Process Regulation Rule



Tbilisi



Chapter I. General Provisions

Article 1. General Provisions

- 1.1. Higher Education Institution – Free Academy of Tbilisi LLC (hereinafter the academy) conducts the learning process in accordance with the current law, this rule and other legal acts in force in Georgia.
- 1.2. This rule has been developed in compliance with Georgian Law “On Higher Education”, with Order N 10/n of the Minister of Education and Science of Georgia, dated February 4, 2010 “On the Approval of the Procedure of Movement between Higher Education Institutions”; Order N3 of the Minister of Education and Science of Georgia, dated January 5, 2007 “On Approval of the Rule of Calculation Credits of Higher Education Programme”; Order of the Minister of Education and Science of Georgia № 224/n of December 29, 2011 "On the Approval of the Procedure for Submission and Examination of Documents by Entrants/Graduates/Students without Unified National Examinations/General Graduate Exams in the Higher Education Institution" and the Order of the Minister of Education and Science of Georgia N98/6 of 1 October 2010 on the “Validity of the Education Document Issued in Georgia and the Rule of Recognition of Education Received Abroad”.
- 1.3. This Regulation sets out the procedure for obtaining, suspending, terminating, restoring, taking additional semesters, mobility, compliance with educational programmes, and recognizing education received during the course of study, rules for recognizing education received abroad and accepting and enrolling a foreign citizen or stateless person, rules for providing students with further education if the educational programme is changed or canceled, essential terms of service contract, academic requirements for the student, student evaluation system and information on forms and methods of teaching and learning.
- 1.4. The main language of instruction at the academy is Georgian, while teaching in another language (implementation of a foreign language educational programme), except individual training courses, takes place on educational programmes agreed with the Ministry of Education and Science of Georgia.
- 1.5. The educational process is organized/managed by: Rector, Vice Rector, Quality Assurance Service, educational unit(s) - School(s) and specialists in its structure.

Chapter II. Rules of acquiring, suspending, terminating, restoring of student status and mobility

Article 2. Obtaining Student Status at the First Level of Higher Academic Education (Bachelor).

- 2.1. Acquiring student status at the first (Bachelor) level of higher education is possible on the basis of Unified National



Exams and mobility or without passing Unified National Exams in accordance with the legislation of Georgia and this Regulation.

- 2.2. The rules for obtaining student status at the academy are established by the “Law of Georgia on Higher Education” and are implemented irrespective of nationality, race, gender, social status, political beliefs or religious beliefs. Any kind of discrimination is unacceptable.
- 2.3. The right to be admitted to the first cycle of higher education (Bachelor’s degree programmes) can be enjoyed only by a holder of general education state certificate or a person equalized thereto, who has the right to study on the scoring ratios of the Unified National Exams on the relevant school /educational programme at the academy.
- 2.4. A person with a bachelor's degree, master's degree and/or equivalent academic degree and subject competence of the relevant subject/subject group of the national curriculum has the right to study at the teacher training educational program, which is confirmed by successfully passing the relevant subject exam organized by the National Center for Assessment and Examinations and on the basis of passing the exam determined by the higher educational institution
- 2.5. The form of examination and evaluation criteria determined by the higher educational institution for the teacher training educational program are known in advance to the applicants and are posted on the official website of the higher educational institution.
- 2.6. After the final assessment results are published by the National Assessment and Examinations Center, the entrant must apply to the academy within the deadline for registration.
- 2.7. The length of the registration period is determined by the Rector's Act. Registration Periods should not be less than 10 calendar days after the enrollment registration information is published on the official website of the academy.
- 2.8. Entrants can only be enrolled at the academy after submitting a document certifying full general education recognized by the legislation and a document certifying military registration by a person subject to military registration (in the case of men).
- 2.9. Rector issues an order for enrollment at the academy and grants student status on the basis of the registration and submission of relevant documentation, and concludes a framework agreement and a semester agreement for each semester with them.
- 2.10. The Rector's Legal Act is published no later than October 1st and is sent to the Ministry of Education and Science of Georgia.
- 2.11. Entrants who do not apply to the academy within the timeframe provided for registration shall be entitled to apply to the academy from the date of the Rector's unified act until June 1 of the following year. The Rector of the academy is obliged to satisfy the request of the person and issue an individual administrative-legal act, in order to ensure the person's access to the educational process and the achievement of the learning outcomes in accordance with the legislation. Rector's act is sent to the Ministry of Education and Science of Georgia within 15 days after it is legislated. Enrolling a person in the academy in this way excludes the possibility of using the obtained state training grant.

2.12. A person shall be admitted to the academy without passing the Unified National Examinations in accordance with the procedures established by the Minister of Education and Science of Georgia and in accordance with Chapter IV of this Regulation.

Article 3. Suspension of Student Status

3.1. Suspension of student status shall be considered as dismissal of student's rights and responsibilities without termination of student status;

3.2. A person whose student status has been suspended is not considered within the total number of students of the Academy;

3.3. A student expelled prior to the entry into force of the Order of the Minister of Education and Science of Georgia N10/n (04.02.2010) "On the Approval of the Procedure of Movement between Higher Education Institutions" is considered a person with suspended student status within ten years from the issuance of the order on expulsion/exclusion, and within this period is entitled to apply to the institution for restoration of student status or to enjoy the right to mobility, if the grounds for expulsion/expulsion are not grounds for termination of student status established by this rule.

3.4. The grounds for suspension of student status are:

3.4.1. Personal statement (without specifying a reason);

3.4.2. Study at a higher education institution in a foreign country, except for studying within the exchange educational programme;

3.4.3. Pregnancy, childbirth, child care;

3.4.4. Deterioration of health;

3.4.5. Financial debt;

3.4.6. Failure of administrative or academic registration;

3.4.7. Disciplinary misconduct;

3.5. During the suspension of student status, the service agreement between the student and the academy is suspended;

3.6. During the suspension of a student's status, the institution and the student are exempt from the exercise of rights and responsibilities other than those arising prior to the termination of the status.

Article 4. Termination of Student Status

4.1. Termination of student status may be related to the inability to achieve the learning outcomes provided by the educational programme or to the action incompatible with the student's status;

4.2. The legal effects of the legal act on termination of student status are made twelve months after the issuance of the Rector's order. In this period of time, student status is considered suspended and the student is entitled to the



right to mobility unless the grounds for termination of student status are incompatible with the charter of the receiving institution;

- 4.3. In case of termination of the student's status, his/her re-admission is permitted in accordance with the legislation;
- 4.4. Student status is terminated when moving to another higher education institution and upon completion of the relevant educational programme or in other cases provided by the legal acts of the academy.
- 4.5. **The grounds for termination of student status are:**
 - 4.5.1. Completion of an educational programme at a particular level of education;
 - 4.5.2. Personal Statement;
 - 4.5.3. Moving to another educational institution;
 - 4.5.4. Insulting, rude and unethical treatment and violence towards students, academic, visiting, administrative and support staff.
 - 4.5.5. Attempts to get an assessment by threatening the examiner, physical or psychological influence, deceiving, cheating or other inappropriate ways and actions.
 - 4.5.6. Recognition of incapacity in accordance with the legislation of Georgia;
 - 4.5.7. Death or declaration of death;;
 - 4.5.8. Expiration of 5 years from suspension of student status, except as provided by law;
- 4.6. The rector's order is issued on the termination of the student status, which leads to the termination of the service contract concluded with the student. The mentioned circumstance does not release the parties from the fulfillment of the mutual obligations arising before the termination of the contract.

Article 5. Restoration of Student Status

- 5.1. The student with suspended status is entitled to resume his/her student status on the basis of application and/ or if the grounds for suspending the student's status are eradicated;
- 5.2. Upon restoration of the student status, the compliance of the training courses taken by the person with the current educational program will be established and the right to continue studying will be given from the semester corresponding to the credits he/she has accumulated;
- 5.3. 5.3. The suspended student writes a statement in the name of the rector of the academy, the statement is handed over to the dean of the school;
- 5.4. In the process of status restoration, the recognition of student credits is carried out in accordance with the rules for determining the compliance of educational programmes and recognizing the education received during the study period

provided in Articles 11 and 12 of this rule. The compliance of credits is determined by the quality management service, the head/heads of the educational programme, the dean/deputy dean, academic staff with field qualifications;

5.5. When the student status is restored, a new service contract is signed with the tuition fees established for the status restoration period.

Article 6. Additional Semester

6.1. A student who has not obtained the appropriate academic degree within the time frame specified by the educational programme is allowed to complete the bachelor's program during the next semester/semesters through self-financing;

6.2. A student who has not attained an academic degree within the timeframe specified in the educational programme is eligible to complete the undergraduate programme through the following semester/semesters.

6.3. The extra semester tuition fee is determined according to the amount of credits or semester to be obtained.

Article 7. Individual Educational Programme

7.1. Upon obtaining the student status at the academy, a student may be offered an individual educational programme in accordance with his/her interests and academic background. The student will personally participate in the development of the individual educational programme.

7.2. The total number of credits under an individual education programme in a single academic year shall not exceed 75 credits.

Article 8. Mobility

8.1. According to the amendments implemented by the order N149/n of July 12, 2019 of the Minister of Education and Science of Georgia "On the approval of the rules and fees for transferring from a higher educational institution to another higher educational institution" of February 4, 2010, N149/n, the entity responsible for the administration of student mobility is the Education Management Information System;

8.2. The process of student mobility is carried out through the electronic mobility portal - students.emis.ge, where the vacancies registered by the institutions for mobility according to educational programs are reflected and the registration of persons wishing to move is carried out. The procedure for the production of the electronic portal of mobility is approved by the order of the Head of the Management System N1.1/89 of July 17, 2019;



- 8.3.** Student mobility is the free movement of students to participate in learning processes both in Georgia and abroad, according to the rules established by Georgian legislation;
- 8.4.** Mobility is possible within one level of higher education;
- 8.5.** Mobility from Vocational Higher Education Programme to Academic Education Programme is inadmissible;
- 8.6.** A person who has enrolled in a higher educational institution in accordance with the law and studied for at least 1 (one) year (two semesters) has the right to mobility. The teaching period does not include the time during which the student's status was suspended. A student with a suspended status is entitled to enjoy the right to mobility within 5 (five) years after the suspension of the status. The student also has the right to mobility within 12 months after the termination of the status.
- 8.7.** If the institution has been liquidated without a successor designation, the institution has lost its authorization, or the educational programme is no longer being implemented, the student's right to mobility may arise irrespective of the length of his or her studies;
- 8.8.** The right of mobility has a person, whose enrollment in the institution has been registered in accordance with the legislation and is a student of the institution at the moment of registration on the electronic portal as an applicant for mobility or a person with suspended student status at the time of registration on the online portal. Also a person who has successfully passed the Unified National Exams and who will not be able to apply for enrollment in the ranking document approved by the Minister of Education and Science of Georgia, as the institution has been liquidated without the assignment of a successor, the institution has lost its authorization or the educational programme is no longer being implemented;
- 8.9.** Student mobility may be carried out twice in a calendar year, within the timeframe set in accordance with standing law;
- 8.10.** The transfer of students from different higher educational institutions, as well as the process of transferring students to different programmes or schools within the academy, is governed by the standing law and this rule;
- 8.11.** In the process of mobility, the recognition of student credits is carried out in accordance with the rules for determining the compliance of educational programmes and recognizing the education received during the study period provided in Articles 11 and 12 of this rule. The compliance of credits is determined by the quality management service, the head/heads of the educational programme, the dean/deputy dean, academic staff with field qualifications;
- 8.12.** The persons indicated in paragraph 8.11 of the same article review the study courses (credits) studied by the student, compare it with the study course and credits of the new program and establish a list of different study courses to be taken by the student, on the basis of which they make a decision about the possibility of satisfying the student's application, which they present to the rector of the academy;
- 8.13.** A mobility applicant who fails to apply for admission to the academy administration within the timeframe set loses the right to be enrolled in an educational programme unless otherwise provided by law;



8.14. Students who are enrolled in educational programmes without taking unified national exams shall be entitled to mobility in accordance with Chapter IV of this Rule. Enrollment of these persons is permitted in excess of vacancies registered for mobility. In this case, the number of students enrolled above the total number of students will be subtracted from the number of students designated by the institution for the following academic year.

8.15. A student expelled prior to the effective date of the order on ‘ The procedure of movement between Higher Education Institutions’ of the Minister of Education and Science of Georgia N10/5 (04.02.2010), shall be considered with suspended student’s status within ten years after the order on status suspension is issued and a person may, within this period, apply to the institution for the restoration of student status or enjoy the right to mobility if the grounds for dismissal are not grounds for termination of the student status established by this order. A person who has completed an educational programme the part of which is recognized in the manner established by the law shall be considered as a student with suspended status within 10 years after the termination of studies.

Article 9. Internal Mobility

9.1. Internal mobility refers to the change of the educational programme by the student within the academy. A student has the right to participate in internal mobility after one semester of teaching at the corresponding level of higher education. The period of study does not include the time during which the student's status was suspended. A student has the right to participate in internal mobility even if his/her student status has been suspended for the moment of internal mobility.

9.2. The internal mobility process is administered by the Academy, internal mobility is announced based on the rector's order;

9.3. After the expiration of the term established by the order, the student loses the right to use internal mobility;

9.4. The right to enroll in the programme will be obtained by students corresponding to the number of vacancies, and in case of competition, attention will be paid to GPA;

9.5. The right to participate in internal mobility is given to the student in accordance with the procedure defined by the legislation of Georgia;

9.6. Internal mobility can be carried out within one level of higher education;

9.7. A student can move from one programme to another within the Academy twice during the academic year in case of personal desire or cancellation of the programme. For this, the student writes an application in the name of the dean of the school, where it is mentioned from which to which programme he/she wants to transfer;

9.8. In the process of internal mobility, the recognition of student credits is carried out in accordance with the rules for determining the compliance of educational programmes and recognizing the education received during the study period provided in Articles 11 and 12 of this rule. The compliance of credits is determined by the quality management service, the head/heads of the educational programme, the dean/deputy dean, academic staff with field qualifications;



9.9. The persons indicated in paragraph 9.8 of the same article review the courses (credits) studied by the student, compare it with the courses and credits of the new programme and establish a list of different courses to be taken by the student, based on which they make a decision about the possibility of satisfying the student's application, which they present to the rector of the academy;

9.10. The rector's order is issued on the internal mobility of the student, and within five days the information is reflected in the higher education management information system;

9.11. In accordance with Article 51 of the Order N10/N of the Minister of Education and Science of Georgia "On approval of the procedure and fees for transferring from a higher educational institution to another higher educational institution", students who were enrolled in a higher educational institution on the basis of unified national exams after 2019 and who want to use internal mobility in the academy must have met the prerequisites for admission to the receiving programme and must have passed the unified national exams in one of the relevant mandatory subjects defined for the program (must have exceeded the minimum competence threshold);

9.12. Internal mobility conditions are public and available to interested persons;

9.13. After completing the internal mobility procedure, a new contract is signed with the student.

Article 10. Releasing of acts related to mobility

10.1. The Academy, as a recipient higher educational institution, submits the to the LEPL Education Management Information System draft legal act (order) of student enrollment, the list of students wishing to transfer to the Free Academy of Tbilisi and information about the specified semester, recognized credits and tuition fees;

10.2. LEPL - the education management information system checks the compliance of the student data specified in the draft order with the legal requirements, the data of the register of educational institutions and the electronic portal, and issues a conclusion on the possibility of mobile enrollment of the students specified in the draft;

10.3. After receiving a positive conclusion from LEPL Education Management Information System on the draft of the order on the enrollment of the students by mobility, the order of the rector of the academy is issued on the enrollment of the student on the basis of mobility;

10.4. The following procedures are defined by the Rector's order:

- a. Receiving documentation;
- b. recognition of credits of students wishing to transfer to the academy;
- c. Acquaintance with recognized credits for students and confirmation by written statement (agreement/refusal);
- d. Preparation of the draft of the order on persons to be enrolled by mobility and electronic reflection in the higher education management information system.

10.5. Based on the submission, the rector of the academy issues a legal act/order on the enrollment of mobile students, which is sent to the Education Management Information System within two weeks.



10.6. The order of the rector of the academy on student mobility/internal mobility enrollment is issued by October 1 in the fall semester or March 1 in the spring semester. The order is reflected in the register within 2 working days of its issuance, and is sent to the Education Management Information System within 3 working days;

10.7. Based on the data of the register, the rector of the academy issues an order to terminate the student status of a person enrolled in another institution, and within 1 week of the student's application, an extract from the order is issued, as well as the document on the basis of which he/she was enrolled in this institution, and other documentation in the student's personal file. The order on the termination of the student status and the electronic version of the related information shall be submitted to the system by October 7 in the fall semester or March 7 in the spring semester in accordance with the form established by the individual administrative-legal act of the director of the Education Management Information System;

10.8. Documentation to be submitted by the person wishing to participate in the mobility process:

- a. Application about the desire to carry out mobility;
- b. Document confirming complete general education;
- c. Copy of identity card;
- d. A copy of the conscript's military registration certificate (or military ticket, if any, for men);
- e. A copy of all legal acts determining student status;
- f. Student's courses/assessment card;
- g. A copy of the document confirming the recognition of the education received in a foreign country (if any).

Chapter III. Rule for determining the relevance of educational programmes and recognition of education received during the study period

Article 11. Determining the Relevance of Educational Programmes

11.1. The relevance of educational programmes in the academy is determined by the quality management service, head/heads of the educational program, dean/deputy dean, academic staff with field qualifications;

11.2. Credits received within the framework of the educational program of the educational institution, in which enrollment and teaching were carried out in accordance with the law, are subject to recognition;

11.3. Credits received in the educational programme can be recognized according to the student's personal case study and/or the content of the educational programme (curriculum) and curriculum (syllabus) studied by the student;

11.4. During the recognition of the educational programme (credits received), the credits of the courses taught by the student under another educational program are compared with those of the educational programmes the academy;



11.5. Content analysis can determine the relevance of the courses provided by the student with the educational programme of the academy:

- a. Despite the difference in their names;
- b. If the ECTS credit for one and the same course is different, the recognition is made on the basis of the contextual compatibility of the curriculum of the receiving School.

11.6. While recognition of course credits the learning objectives and outcomes set out in the syllabuses studied by the student and their compliance with the National Qualifications Framework (field and general competences is taken into account;

11.7. The academy is authorized to determine the compatibility of the mobility student's knowledge and skills with the educational programme on the basis of interview;

11.8. Courses studied by the student, which are not included in the corresponding educational programme of the Academy, can be recognized as elective or free credit in the event that the educational programme of the Academy provides an elective or free component;

11.9. Credits left unrecognized, if requested by the student, are reflected in the Diploma Supplement;

11.10. If the name and the number of credits of the course taken by the student coincide with the name and credit of the programme chosen by the student, then the course is automatically recognized;

11.11. As a result of determining the compliance of the educational programme and recognizing the credits, it is determined on which semester of the educational programme the student continues to study;

Article 12. Recognition of education received during the study period

12.1. Relevant persons determine the compatibility of the learning outcomes achieved by the applicant with the educational programmes offered by the releasing higher education institution and draw a conclusion on the possibility of recognition of the respective credits; Depending on the number of credits recognized, the student is recommended to continue studies from the relevant semester.

12.2. If the person applying for mobility has submitted to the academy an educational programme that has not been conducted in accordance with the ECTS/European Credit Transfer System, relevant persons from the academy are authorized to request a person seeking mobility to re-submit educational programme relevant to ECTS/ European Credit Transfer System or to calculate student workloads by credits according to the following rules:

- a. If the educational programme is in astronomical hours, the total number of courses is multiplied by 3 and divided by the equivalent of one credit hour, that is by 25. For example, if the subject load is 60 hours in astronomical hours, it is multiplied by 3 and divided by 25: $60 \times 3 / 25 = 7.2$, rounding to 7 credits;
- b. If a student's assessment in realising higher education institution corresponds to a 5-point system, his / her transfer to a 100-point system should be based on the following principle:
 1. Assessment 5 /excellent/ - (A) 91- 100;

2. Assessment 4 /very good/ - (B) 81-90;
3. Assessment 4 /good/ - (C) 71-80;
4. Assessment 3 /satisfactory/- (D) 61- 70;
5. Assessment 3 /enough/- (E) 51 - 60;

Assessment „passed“ is transferred by the following principle: The sum of the scores obtained by 5-point grading system modified to the 100-point grading system (summed number) is divided by the number of these training courses and the given number will be considered as the equivalent of the "passed" course assessment; ex. $81(4)+91(5)+71(4)+71(4)+91(5)+81(4)=486/6=81$ (B).

12.3. The compliance of the programs is established by the rector's legal act issued on the basis of the conclusion of recognition of credits submitted by the persons specified in Article 11, Clause 11.1 of the same rule, which indicates the compliance of the educational program completed by the student with the receiving educational program, as well as the number of recognized/compatible credits, and if necessary, information about the individual educational programme offered to the student.

12.4. On the basis of the conditions stipulated by the legislation and the consent of the student, the Academy will develop a draft of the legal act on the enrollment of students through mobility, and the student's enrollment will be carried out in accordance with the rules established by the legislation;

12.5. Upon the request of an enrolled student, the academy in accordance with the procedure established by law shall determine the compatibility of the results achieved during his or her studies at a higher education institution licensed or authorized in Georgia with the educational program offered by him/her and upon application by the Center, develops a report on the recognition of the respective credits.

12.6. On the basis of the Center's request, within 10 days, the academy shall determine the compatibility of the results achieved by the person with the educational programme offered and shall draw up a conclusion on the recognition of the respective credits.

Chapter IV. Recognition of education received abroad and the rule for receiving and enrolling a foreign citizen or stateless person

Article 13. In order to facilitate the entrants and the mobility of students, studying at the Free Academy of Tbilisi LLC is allowed without passing the unified national exams, in accordance with the procedure established by the Ministry of Education and Science of Georgia and within the established time limits:

- 13.1. For foreign citizens and stateless persons who have received full general or equivalent education in a foreign country;
- 13.2. For citizens of Georgia who have received a full general or equivalent education in a foreign country and have spent the last 2 years of a full general education in a foreign country;
- 13.3. For foreign citizens (except students participating in the joint higher education and exchange programme) who are studying/have studied and have obtained credits/qualifications in a higher education institution recognized in accordance with the law of that foreign country.
- 13.4. For foreign citizens (except students participating in the joint higher education and exchange programme) who have lived in a foreign country for at least 75 days during one semester of study in a foreign higher education institution and have obtained credits/qualifications in a higher education institution recognized in accordance with the law of that foreign country.

Article 14. Prerequisites for Admission of Entrants/Students Candidates without Passing Unified National Exams:

- 14.1. If there is a vacancy, the entrant/student passes the test in the language of instruction provided by the relevant educational programme.
- 14.2. Entrant/student who presents an International Certificate of Language Proficiency and/or a document certifying general/equivalent general education abroad/in Georgia, and/or a document certifying the relevant qualification of higher education is exempt from language/languages test;
- 14.3. Testing for language/language proficiency is conducted in writing form.

Article 15. Timing and Procedure of Testing

- 15.1. For the persons with the right to study without passing the Unified National Exams testing shall be conducted prior to the written consent about permission to study in the academy. The terms and procedure of testing are determined by the Examination Commission established by the Rector the academy.
- 15.2. For the persons with the right to study without passing the Unified National Exams preparation of Georgian language tests and correction are carried out by the relevant examination commission established by the Rector of the academy, which is responsible for the accuracy of the test and test assessment.
- 15.3. Examinations will be provided by the relevant examination commission established by the Rector the academy.

Article 16. Actions to be taken for the purpose of obtaining the right to study at the academy without taking the Unified National Exams:

16.1. Without taking the Unified National Exams - Entrants/students wishing to study at the Academy must meet the requirements established by law. An entrant/student wishing to obtain the right to study without passing the unified national exams must apply to the Rector of the Academy with a request for written consent on the possibility of accepting the person. The written consent of the Rector of the Academy on the possibility of accepting a person - specifying the name, surname and educational program, is issued in case of a vacancy within total number of students after receiving a positive evaluation in the language proficiency test;

16.2. List of documents to be submitted by the entrants/students without taking the Unified National Exams:-

- a. Statement on the name of the rector (indicating the educational programme);
- b. A copy of the citizenship document;
- c. A copy of a complete general or equivalent education document obtained in a foreign country, If applicable, assesment sheet (certified by apostille). In the case of transferring from the 2nd - 3rd - 4th year of the undergraduate programme- certificate of General Education with a assesment sheet, order of Enrollment in Higher Education Institution and assesment sheet (certified by apostille).
- d. Copy of Certificate of Assessment and Credentials Received at Higher Education Institution abroad for persons studying/have studied and received credits in a higher education institution recognized in accordance with the law of that foreign country;
- e. Statement of stateless person should be accompanied by a copy of his/her residence card instead of the document certifying citizenship;
- f. 4 photos 3X4 (electrical version);
- g. Copy of passport (translated and notarized);

16.3. Documents drawn up in a foreign language must be translated into Georgian and certified by a notary.

Article 17. Results of obtaining the right to study without passing the Unified National Exams.

17.1. On the basis of an individual administrative-legal act of the Minister of Education and Science of Georgia on granting the right to study at the academy, an individual administrative-legal act (order) will be issued by the Rector on Enrollment of students without passing Unified National Exams, after which the service agreement is concluded between the parties;

17.2. Rector's order on enrollment of entrants/students without National Examinations is issued within one year so as to ensure that a person is allowed to participate in the learning process and the achievement of learning outcomes in the manner prescribed by law is possible.

17.3. After the Rector's order on enrollment of entrants/students without National Examinations is issued, the person in charge of keeping the register of the academy shall provide the information in the register.

17.4. Procedures for enrolling entrants/students without passing Unified Entrance Examinations are provided by the person responsible for foreign students' service, the functions of which shall be developed by the Head of Quality Assurance Service of the academy in accordance with this Rule and shall be submitted to the Rector for approval.

**Chapter V. Rule for Providing Further Education in case of modification or cancellation
of the educational programme**

Article 18. Providing Further Education in case of modification or cancellation of the educational programme

18.1. To improve the quality of education and training, refine the programme, and provide mobility from one educational programme to another within one level of higher education, the academy may modify or cancel the educational programme and the student may decide to change the educational programme. In the case of a change or cancellation of the educational programme, it is important for the academy to provide the students with the relevant programme for further education.

18.2. The right to change the educational programme within the institution is ensured by the relevant school of the academy in accordance with the compliance of the educational programmes established by this rule and the conditions of recognition of education received during the course of study;

18.3. The educational programme can be canceled:

- a. If no student is enrolled in the relevant educational programme;
- b. The educational programme no longer meets the requirements of the legislation;
- c. In other cases provided for by law.

18.4. The decision on the cancellation of the educational programme is made by the Senate of the academy upon the recommendation of the School Board. The rector issues an order to cancel the programme.

18.5. Prior to deciding to cancel an educational programme of the academy, Quality Assurance Service is required to examine the compatibility of the educational programme to be canceled with a neighboring/related educational programme in order to protect students' interests and further education or for identifying possibility of replacing it with a new educational programme and present the relevant conclusion to the Senate.

18.6. In case of cancellation of the educational programme, in order to provide the students of the relevant programme with further education, the academy operates in accordance with the current legislation of Georgia and is obliged to:

- a. Offer students ECTS (European Credit Accumulation and Transfer System) credit education programmes;
- b. Offer students mobile and flexible educational programmes that will include courses that are relevant to another programme;
- c. Providing students with information about authorized higher education institutions in Georgia and relevant educational programmes implemented by them;
- d. Introduce to the student the rules, terms and conditions of mobility provided by the legislation in force.

18.7. In case of cancellation of the educational programme, in order to provide the students of the relevant programme with further education, the academy operates in accordance with the current legislation of Georgia and is authorized to:

- a. Provide students with information about existing higher education institutions and similar educational programmes;
- b. On the basis of the student's request negotiate directly with the higher education institutions authorized in Georgia who are implementing a similar educational programme canceled by the academy on and LEPL National Center for Educational Quality Enhancement to ensure student mobility.

18.8. If the educational programme is changed or canceled, the student may continue studying on the modified educational programme by recognizing credits received under the canceled educational programme.

Chapter VI. The learning process

Article 19. Academic Year

19.1. The academic year comprises 38 weeks;

19.2. Academic year at the academy is divided into two semesters: Fall and Spring semesters. Duration of each semester is 19 weeks;

19.3. The semester is divided into weeks according to the educational programme;

19.4. The academy has holidays defined by the Labor Code of Georgia.

Article 20. Bachelor programmes

20.1. The following undergraduate programmes are implemented by the academy:

- a. Business Administration Bachelor educational programme;
- b. Psychology Bachelor educational programme;
- c. Bachelor educational programme of Law.

20.2. The terms and conditions for developing a bachelor education programme are defined by the relevant methodology.

Article 21. Educational programs

21.1. The Academy implements the following 60 (sixty) credit educational programs:

- a. Primary level (Georgian language and literature, mathematics, natural science - I-IV classes) teacher training program;
- b. Primary level (grades I-VI) mathematics teacher training program;

- c. Georgian as a second/foreign language teacher training program (primary - basic - secondary level);
- d. Georgian language training program;

Chapter VII. Grading system

Article 22. Student's educational activities (student workload)

22.1. The European System of Transfer and Credit Accumulation, based on the experience of European universities operates in the academy;

22.2. Credit reflects the amount of work required to complete one or more components of an educational programme and achieve learning outcomes. Credit can only be obtained if the student has achieved the learning outcomes planned for the syllabus.

22.3. Student activities (student workload) include:

- a. Attendance at lectures, group works/seminars, practical and other classes;
- b. Independent learning;
- c. Practice;
- d. Preparation and passing of exams;
- e. Independent work;
- f. Work on bachelor's thesis;
- g. Defence of bachelor thesis.

22.4. Distribution of credits

22.4.1. The credit is distributed between each component of the educational programme and includes the contact and independent hours required to achieve the specific component. Credit cannot be calculated based on contact hours only;

22.4.2. The study component occurs in one semester;

22.4.3. One credit (ESTS) equals student learning activity (student workload) of 25 hours and includes both contact and independent hours.

22.4.4. The distribution of credits among the various components is based on a realistic assessment of the average academic performance of a student required to achieve the learning outcomes for each component.

22.4.5. When calculating credit, there should be no set time for additional exams (preparation, passing, assessment), and consultation time.

22.4.6. The learning component with same content, scope, and learning outcomes include an equal number of credits for all programme students.

22.5. Academic Week/Semester/Year



22.5.1. The academic week is the period of time during which the academic workload of a student with average academic achievement is divided and includes a combination of both contact and independent activities.

22.5.2. The semester is a period of time that includes a set of study weeks, the period of taking additional exam/exams and assessing students' achievement on additional exam/exams, accordingly, the semester covers 21 weeks.

22.5.3. The academic year is the sum of the semesters and rest periods, not exceeding one continuous calendar year.

22.5.4. One academic year comprises 60 (ESTS) credits.

22.5.5. Depending on the features of the higher education programme and / or the student's individual study programme, the annual student workload may exceed 60 credits or be less than 60 credits. The annual study load of a student may not exceed 75 (ESTS) credits.

22.5.6. The workload of a student who is restored student status or of a mobility student during one academic year may include 75 credits.

Article 23. Student Assessment

23.1. It is impermissible/inadmissible to estimate learning outcomes by single assessment at the final exams. Students work shall be assessed by the ratio of the following components:

Intermediate assessments (midterm exam and ongoing appraisal in a semester);

Final exam/ assessment of bachelor thesis.

The maximum assessment of a training course is equal to 100 points.

The final exam should not be assessed with more than 40 points.

The grading system allows:

A. five types of positive assessment:

A. a. (A) excellent – 91% and more of maximum points;

A. b. (B) very good – 81-90% of maximum points;

A. c. (C) good – 71-80% of maximum points;

A. d. (D) satisfactory – 61-70% of maximum points;

A. e. (E) enough – 51-60% of maximum points;

B. Two types of negative assessment:

B. f. (FX) failed – 41-50% of maximum points, that means that the student needs more work to pass and is allowed to work independently and take an additional exam in the current semester;

B. g. (F) Failed – 40% and less of maximum points, This means that the work done by the student is not enough and he has to study the subject again.

23.2. Intermediate assessment is divided into components: - Practical Activity (Work in group/Seminar /Practical Lecture, preparation of abstract, Presentation,etc.)and midterm exam.

Each component has its percentage share in the grading system;

23.3. From the 100 point system 60 points are distributed to the intermediate components, 40 points are given to the final exam.The 60 points specified for the midterm components are distributed according to the intermediate grades.

23.4. Depending on the specifics of each course, the course instructor determines the content of the syllabus components,specific share, and evaluation criteria in the intermediate evaluation element. The course instructor is not restricted to have different components in the syllabus and their specific contribution depending on the specifics of the course.

Article 24. Assessment Criteria

"**A**" If the student has demonstrated a thorough, profound knowledge of the study material and has correctly completed all of the assignments in the course, mastered the basic and supplementalliterature, independently sought important information sources for deepening knowledge;

"**B**" If the student has demonstrated a profound knowledge of the teaching material and has performed the essential part of the course assignments correctly and has mastered basic and supplementalliterature.

"**C**" if the student has demonstrated a thorough knowledge of the study material and has successfully completed the assignments provided in the course and has mastered the basic literature of the course;

"**D**" if the student has demonstrated a knowledge of the teaching material to the extent sufficient for further study; Has accomplished a significant part of the assignment under the training course; Is familiar with the compulsory and supplementalliterature provided in the course, capable of independently replenish and update this knowledge; Demonstrated ability to understand, and apply theoretical knowledge of the material studied, independent working skills;

"**E**" If the student has demonstrated inadequate knowledge of the study material, has difficulty completing the assignments under the curriculum, is not fully familiar with the core curriculum literature, will be unable to work independently, has demonstrated a moderate level of creative thinking;

"**FX**" if student fails to meet the required requirements for mastering the course, fails to demonstrate knowledge of the curriculum material, makes principal mistakes in the course assignment, has a vague understanding of the recommended literature, but he will be able to get a positive evaluation in the short term as a result of intensive training;

"**F**" If the student has a very unclear understanding of the course content, is not familiar with the course materials and basic literature, is not capable of mastering the discipline by independent work and needs to study the course again.

Article 25. Academic Requirements for Student Assessment

25.1. The student can take the course/components according to the prerequisites.

25.2. The student is required to exceed the minimum competency threshold set in each form/component of the syllabus for granting credit.

A) In the educational component of the programme - the minimum competence limit set in each form of the course evaluation shall not exceed amounts established by this rule:

- Minimum competence point of practical training is 20 out of the total 40;
- Minimum competence point of of midterm exam is 11 out of the total 20;
- Minimum competence point of final exam is 20 out of the total 40.

B) In the educational component of the programme – Practice, the minimum competence limit set in each form of the course evaluation shall not exceed amounts established by this rule:

- Minimum mandatory competence limit of of midterm assesment is 30 out of the total 60;
- Minimum mandatory competence limit of final assesment/practice defence is 21 out of the total 40.

C) In the educational component of the programme – Bachelor thesis, the minimum competence limit set in each form of the course evaluation shall not exceed amounts established by this rule:

- Minimum mandatory competence limit of of midterm assesment is 21 out of the total 40;
- Minimum mandatory competence limit of final assesment/bachelor thesis defence is 30 out of the total 60.

25.3. If a student fails to exceed the minimum competency threshold set in each form/component of the learning course, he/she will be removed from the course and graded "F". This implies a repeated study of the abovementioned course on the basis of relevant remuneration.

25.4. The final exam is held at the end of the semester, within the academic calendar;

25.5. A student, who has exceeded the minimum competency threshold set in each form/component of the intermediate assessment is allowed to take the final exam;

25.6. If the final evaluation of the course is "F", the student is obliged to study the course again with additional fees. Only in case of positive evaluation of a course he/she can take the training courses on the basis of prerequisites. A student rated "F" is not limited to the amount of repeated study of the same subject;

25.7. In case of repeated study of the course, the final result of the course will be considered as evaluation;

25.8. In case of FX assessment and/or failure to take the final exam, the student is allowed to re-pass the exam in order to improve his/her grades on an additional exam in the same semester, not less than 5 days from the final exam;

25.9. Assessment for the additional exam is a final assessment and is reflected as a final assessment of the educational programme component;

25.10. Taking into account the assessment obtained on the additional exam, if a student receives 0-50 points in the final evaluation of the educational component he/she is graded "F".

25.11. In the event of termination of student status as a disciplinary responsibility, cancellation of registration for a training course/courses due to financial debt, suspension of student status, or cancellation of registration for a training course/courses, the student is not exempted from paying the tuition fee specified in the semester contract in accordance with the semester registration;

25.12. The fees stated for the moment of student enrollment will not change during the study period except for the significant devaluation of the national currency (GEL) against the US dollar; A devaluation of at least 5% of the national currency against the US dollar will be considered as a significant devaluation of the national currency. This period shall include the time during which the person was suspended from his/her student status and shall be counted from the moment the student is enrolled at the academy and the student's status is granted.

Article 26. The rule of calculating the Grade Point Average (GPA) for the academy graduates

26.1. For calculating the Grade Point Average for the academy graduates first, the student's assessment of compliance with the GPA is determined by the following principle:

Assessment	Points	GPA
A	91 - 100	4.0
B	81 - 90	3.0
C	71 - 80	2.0
D	61 - 70	1.0
E	51 - 60	0.5
F - FX	26 - 50	0

26.2. The grade point average (GPA) of a graduate of the Academy is calculated by the students' base.

26.3. An honors diploma is awarded if the student's GPA is at least 3.5.

Article 27. Service Contract and Tuition Fee

27.1. In accordance with the levels of academic higher education and educational programmes, the tuition fee at the academy is set by the Rector's order;

27.2. Tuition fees are paid semesterly, within the deadline set for administrative registration. An individual tuition payment schedule may be agreed with the student;

27.3. Students who are partially funded by a state grant must cover the difference between the state funding and the actual tuition fee in accordance with the the deadline set for administrative registration;

27.4. The Service Agreement provides the terms and conditions of study, the rights and obligations of the academy and the student, tuition fee and payment rule, term of the contract and terms of its termination, procedure for resolving disputed issues and more.

Chapter VIII. Forms and methods of teaching and learning

Article 28.Forms and methods of teaching and learning

28.1. The following forms of teaching and learning are used in the teaching process: Lecture/interactive lecture; working in a group/practical/laboratory lessons; Independent student work; Practice;

28.2. Depending on the specific features of a particular course, the lecturer can use the following teaching and learning methods: verbal, i.e. oral method; working on the book; writing method; demonstration method; discussion/debates; collaborative work; case study; brain storming; role and situation games; case discussion; case solution; E-learning, audio-vizual method, etc.

Chapter IX. Transparency of Choice

Provided by Educational Programme

Article 29.Transparency of Choice Provided by Educational Programme

29.1. The academy ensures transparency of choice provided by the educational programme. Educational programmes provide optional training courses and students have the opportunity to choose courses offered. Electronic versions of educational programmes are available on the Academy Web site;

29.2. The educational programme comprises compulsory and elective courses according to semesters, curriculums contain the minimum required by the student, which includes the mandatory and elective/free courses of the educational programme. Students are informed about the distribution of credits before the semester begins. They have the opportunity to participate in the creation of their own profile.

29.3. For ensuring the transparency of choice, the dean of relevant school and the educational programme supervisor/supervisors are required to provide students with information on elective courses offered at the beginning of the semester.Students can get acquainted with compulsory/elective/free courses envisged in the curriculum and choose/register at the relevant courses during the registration period.



29.4. For ensuring the transparency of choice, students are registered electronically before the beginning of each semester, during which they are required to select both compulsory/elective/free courses.

29.5. The academy reserves the right to provide students with educational services for any course only if the number of students enrolled in each course exceeds 10 and in foreign languages 8. Otherwise the academy is authorized:

a. To automatically cancel the course of study in the current semester. In such case, the fee paid for the canceled course will be deposited for the following semester;

29.6. Free component

The student has the opportunity to study the courses of interest within the free component without any unifying scheme and acquire knowledge of the exact issues and approaches that are relevant to its goals and interests. By offering courses within the free components, the academy ensures the student's academic freedom and the principle of elective compliance.

Chapter X. Completion of the Educational Programme and Awarding Qualification to the Graduates

Article 30. Completion of the Educational Programme and Awarding Qualification

30.1. The basic educational unit, School, is the basic educational-scientific and administrative unit of the academy, which provides training of students in one or more specialties and awarding of relevant qualification.

30.2. The educational programme is considered completed if the student has fulfilled all the requirements envisaged by the educational programme, obtained the amount of credits required for the programme and achieved the results planned.

30.3. Upon completion of the bachelor programme, the graduate will be awarded a bachelor's degree. The name of the qualification to be awarded after the completion of the bachelor programme must include the term "Bachelor" with reference to the relevant field or specialty. After the award of the academic degree, confirmatory diploma will be issued.

30.4. An integral part of the diploma is the Diploma Supplement, which reflects all components of the educational programme with indication of relevant titles, credits, and grades;

30.5. Upon completion of the 60 (sixty) credit educational programme, the graduate will be awarded a certificate;

30.6. At the end of the 60 (sixty) credit educational programme, the student defends the practice diary before the relevant commission;

30.7. An integral part of the certificate is the supplement, which reflects all the components of the educational programme, indicating the respective titles, the number of credits and the received evaluations;

30.8. After completing the last semester of the educational programme, the School Board will study the personal affairs of the students attending the educational programme, issues concerning meeting the requirements of the educational programme and obtaining mandatory credits for the educational programme on the basis of which it decides whether or not to grant the qualifications provided by educational programmes;

30.9. If the student fails to meet all the requirements of the educational programme or has not obtained the required number of credits set by the educational programme, then the School Board decides to refuse to grant qualification;

30.10. If the student has fulfilled the required number of credits of the educational programme, the educational programme is considered completed and the School Board decides to grant qualification provided by the educational programme and award "Honors"/"Ordinary" diploma;

Article 31. Minutes of the School Board Meeting

31.1. The minutes of the meeting should reflect the decision made:

- a. On the award of qualifications (Indicating the name of the educational programme, the names and surnames of the graduates and the qualifications and diplomas to be awarded ("Honors"/"Ordinary");
- b. Refusal to grant a qualification (Indicating the name of the educational programme, students' names and surnames, and grounds for refusal);

31.2. If the qualification provided by the educational programme is granted, the student status will be terminated.

31.3. The qualification is confirmed by a diploma signed by the rector and the dean of the school and certified by the seal of the academy, with a standard supplement.

Article 32. Transitional and Final Provisions

32.1. The academy Learning Process Regulation Rule is approved by the academy Senate.

32.2. Any changes to the rule should be in line with Georgian legislation and must be approved by the academy Senate.

32.3. The academy Learning Process Regulation Rule is valid upon approval.