



*Education
Shapes The
Future*

Student guide



Transport

Both buildings of European University are located next to metro stations. In addition, students have the opportunity to use public transport.

To use municipal transport, a transport card is necessary, the procedure for obtaining it is simple. For this, the student needs to apply to any branch of "Bank of Georgia" and bring an identity document with him/her.

There is an 80% discount on transportation for students, therefore, for those with student status, the cost of traveling by any municipal means of transport (metro, bus, minibus).

We offer a city guide application that you can download on your mobiles. It will make it easier for you to find transportation in the city. The application contains information, descriptions and accurate data about locations.

Application link:

<https://moovitapp.com/tbilisi-1906/poi/en>



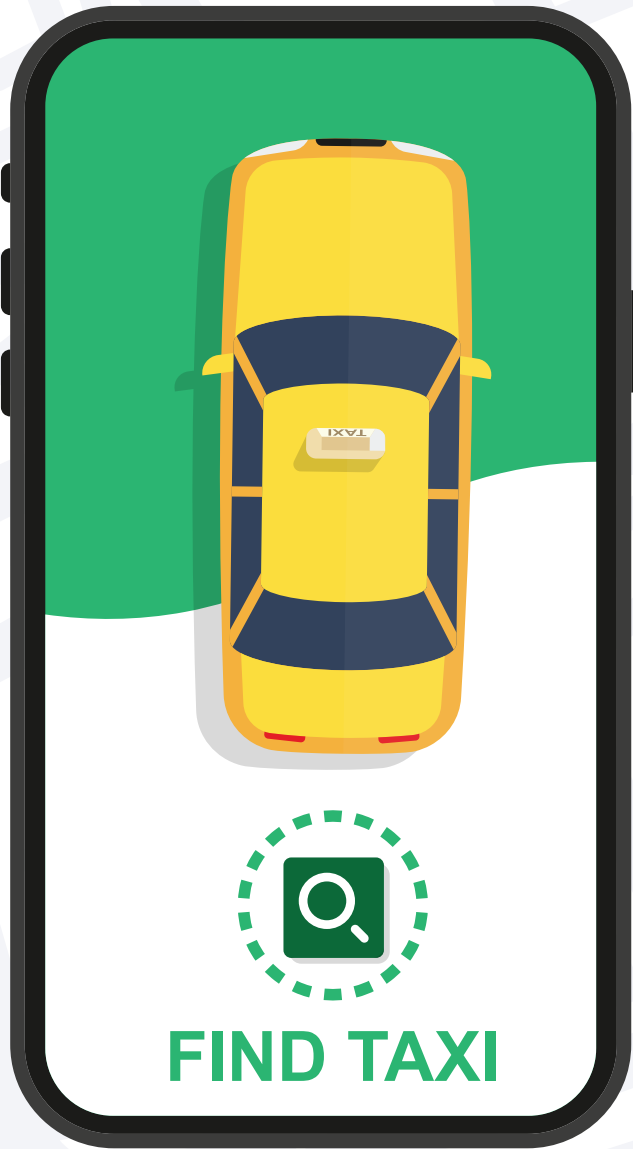
Scan to download

Tariffs for subscription traveling by municipal transport:

- 1 GEL - 90 minutes of unlimited free travel;
- 3 GEL - 1 day unlimited travel;
- 20 GEL - 1 week unlimited travel;
- 40 GEL - 1 month unlimited travel;
- 100 GEL - 3 months of unlimited travel;
- 150 GEL - 6 months of unlimited travel;
- 250 GEL - 1 year unlimited travel.

If you need a taxi service, you can download the "Bolt" application on your mobile phone.

Application link: <https://bolt.eu/ka-ge/>



Insurance

- Insurance Company "GPY Holding"
- JSC Insurance Company "Euroins Georgia"
- JSC "Insurance Company Imedi L"
- JSC "Aldag Insurance Company"
- JSC International Insurance Company "Irao"
- JSC Insurance Company "Alfa"
- JSC Insurance Company "Unison"
- JSC "Insurance Company Cartu"
- JSC International Insurance Company "Kamara"
- JSC Insurance Company "TBC Insurance"
- JSC Insurance Group of Georgia - "IGG"
- JSC "Hualing Insurance"



Administrative/Academic Registration

Administrative registration implies the payment of the semester tuition fee by the student within the established period. It is a prerequisite for academic registration.

Academic registration refers to the student's choice of subjects through the university's educational database.

eunsis.eun.edu.ge

To select subjects, the student is assigned a username and password. If there is required, in order to solve procedural issues related to the choosing of subjects in the university base, the student can apply to the manager of the educational process management of the faculty for help.



Suspend/terminate/resume status

Suspension of **student status** means temporary release from the rights and obligations between the student and the university for a certain period of time.

The grounds for suspension of student status are:

-
- Student's personal statement (without specifying the reason);
 - Studying in a foreign country, in a higher educational institution, except for studying within the exchange educational program;
 - Pregnancy, childbirth, child care or deterioration of health;
 - Breaching the financial obligations (non-payment of tuition fees) contemplated by the educational service agreement among the student and the institution;
 - Failure in administrative and/or academic registration;
 - Non-holding of health and accident insurance by the foreign student.
-

A student whose status has been suspended can, after eliminating the reasons for the suspension of the status, restore the status based on a personal statement no later than 6 weeks since the studies to be started. Whether a student's status has been suspended during the semester due to financial debt, he/she is entitled to reinstate the status at any time. The status can be restored within 5 years from the issuance of the order on suspension of the status.

Termination of student status is different from suspension of status, in that the student is not eligible to resume student status at the same university. After issuing the rector's order on the termination of student status, the agreement drawn up among the university and the student is terminated. It is possible to obtain the status of a student again only in case of passing the Unified National Exams. A student whose status has been terminated is entitled to enjoy the right to mobility within 12 months of the issuance of the order on termination of status.

The grounds for termination of student status may be:

-
- Completion of the educational program at the given level;
 - Student's personal statement;
 - Expiration of the 5-year period after the suspension of the student status, except for the cases stipulated by the legislation;
 - Death of the student or recognition as dead by the court;
 - Disciplinary misconduct by the student, for which the University Code of Ethics and disciplinary Responsibility provides for termination of student status;
 - Other bases provided by the current legislation.
-

External mobility/internal mobility

External mobility at the university is carried out by the education management information system in the time limits set in advance, in fall and spring semesters. In order to obtain the right to mobility, the student must register on the relevant electronic portal.

www.emis.ge

Internal mobility is announced based on the Rector's order at the beginning of the spring and fall semesters.

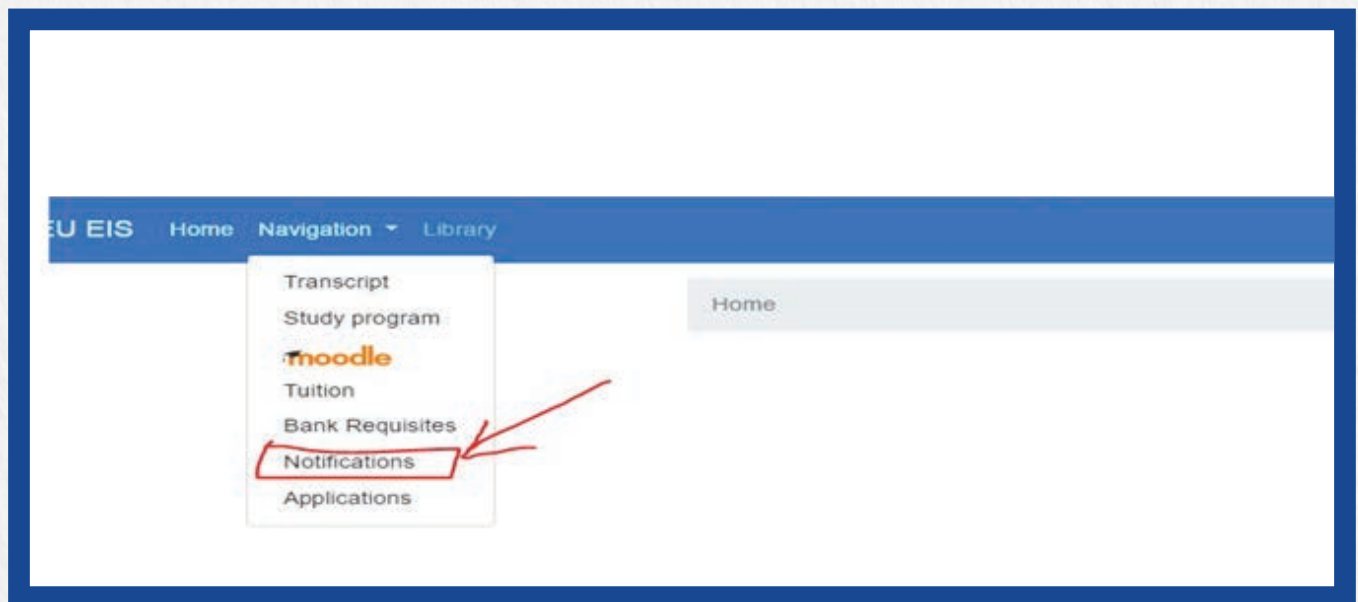
A student has the right to participate in internal and external mobility even if he/she has suspended student status.

Procedure rules for students

The case management service is located in both Guramishvili and Sarajishvili buildings at the following location: D. Sarajishvili #17, room #103; Guramishvili №76, room №103. The student can apply to the case management service with any application related to the status of the student, the preparation of a certificate or other document, etc. In addition, the case management service ensures the issuance of prepared documents.

In order to promote the students, the university has implemented an electronic application submission system, which involves registering a relevant request through the student base. See detailed instructions:

To write an application and request a reference, the student database has a built-in applications page, which you can go to from the navigation tab.

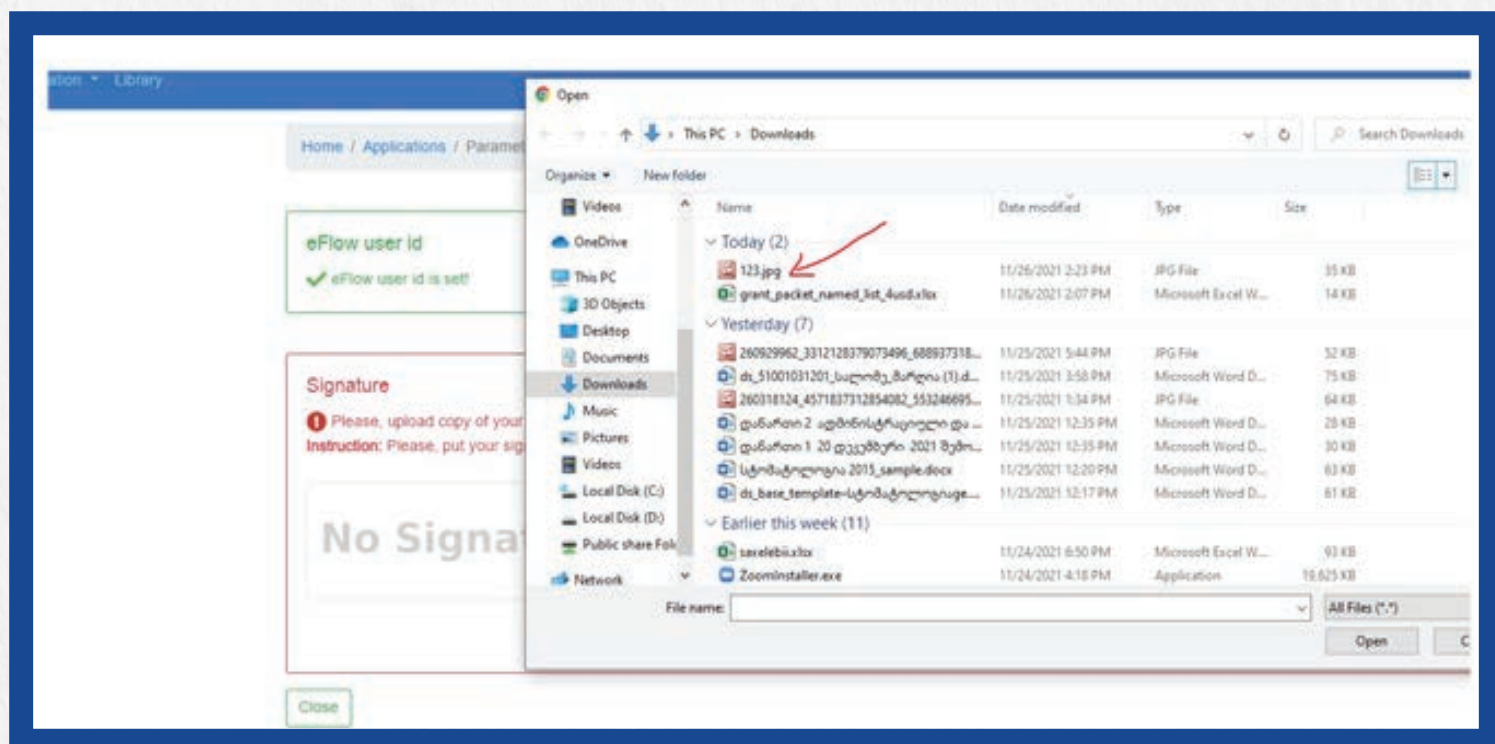


When you select the "Applications" box, you will need to identify yourself with Eflow for the first time. For which you send an ID request to the Eflow program. See the box marked with the green arrow pointing left (1) in the image. When the user ID field turns green, you can also upload a signature (the box marked with the green arrow pointing down (2)).

The screenshot shows a web application interface with a blue header bar containing the text "Navigation" and "1 Entry". Below the header, there is a breadcrumb trail: "Home / Applications / Parameters". The main content area is divided into two sections. The first section, titled "eFlow user id", contains a red error message: "Please, click button 'Get user id' to generate eFlow user id." Below this message is a button labeled "Get user id". A green arrow points left towards this button, labeled with a green "1.". The second section, titled "Signature", contains a red error message: "Please, upload copy of your signature." and an instruction: "Instruction: Please, put your signature on the blank white paper, take a picture (or scan) of your signature and upload it in (JPEG/SVG/PNG) format." Below the instruction is a large, empty rectangular box with the text "No Signature" in the center. A green arrow points down towards this box, labeled with a green "2.".

You can upload the signature file as an image from your personal electronic device (computer, tablet, mobile phone)

See the picture for an example



You can adjust the signature size

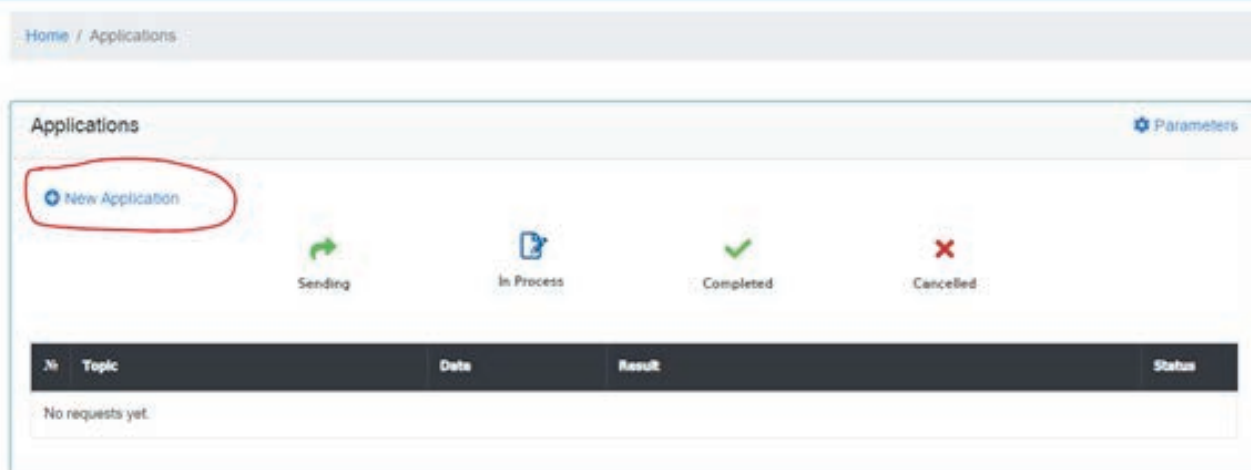


Save the change.

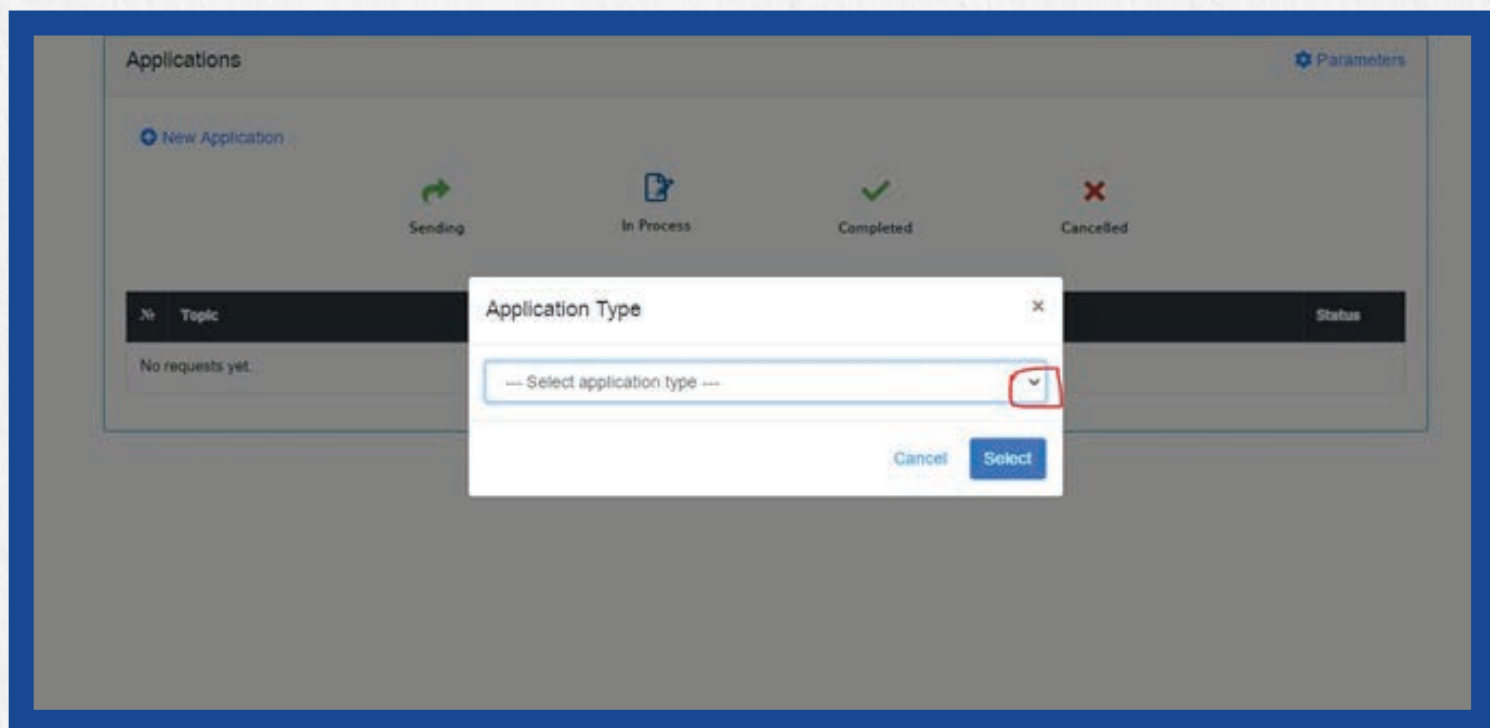
Since both windows on the settings page turn green, you can proceed to the next step and apply to the university.

By means of blue button, you can add the new application.

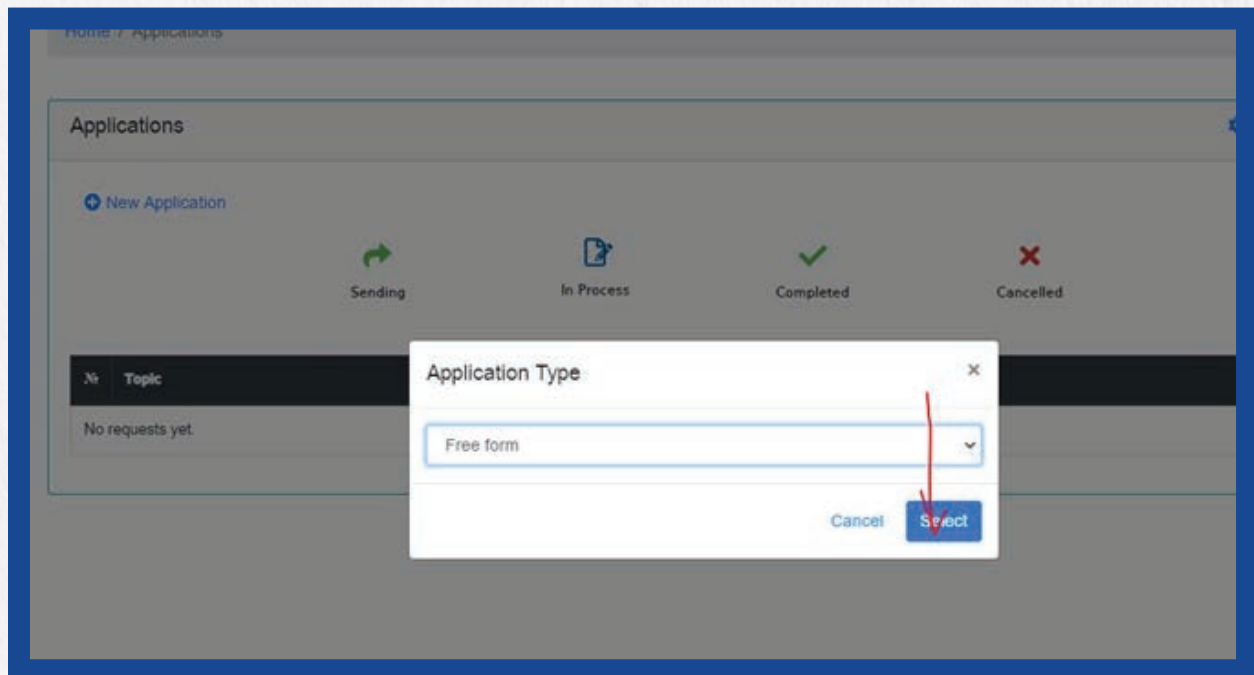
Select the type of application from the list and confirm your choice by clicking the blue button.



Select the type of ad from the list and confirm your choice by clicking on the blue button:



Let's assume, you changed your name or surname and you want to write a statement connected with the mentioned one, in the application type you select "change of personal data" and confirm your choice.



In the window that appears on the screen, you choose the addressee in the case of a free blank, (for example, the dean, the head of the educational process administration service or the rector), in other cases, a specific application has a specific addressee, and the program itself determines this. You choose the organization to submit the report, the language - in whatever language you want to get the certificate,

Home / Applications / Application to obtain student certificate

Application to obtain student certificate

Please, provide certificate:

- ☐ to submit where it is required.
- ☐ to submit to the House of Justice.
- ☐ to submit to bank.
- ☒ indicating paid amount of tuition fee.
- ☐ transcript of subjects.
- ☐ to submit to embassy.
- ☐ indicating annual tuition fee.
- ☐ indicating GPA.

Language

- ☐ in Georgian language
- ☒ in Georgian and English language

Cancel Send

Write the text and, if there is required, attach a file (for example, an electronic version of the name change)

Once done, click the submit button and your application will appear on the submissions page.

Home / Applications / Free form

Free form

To who

To the head of Study process administration

text ... ✓

File (only PDF or JPEG format, maximum 10MB per file)

✓ 200318124_4571837312854082_553246695355535491_n.jpg

Select a file

✓ 2

Cancel Send ←

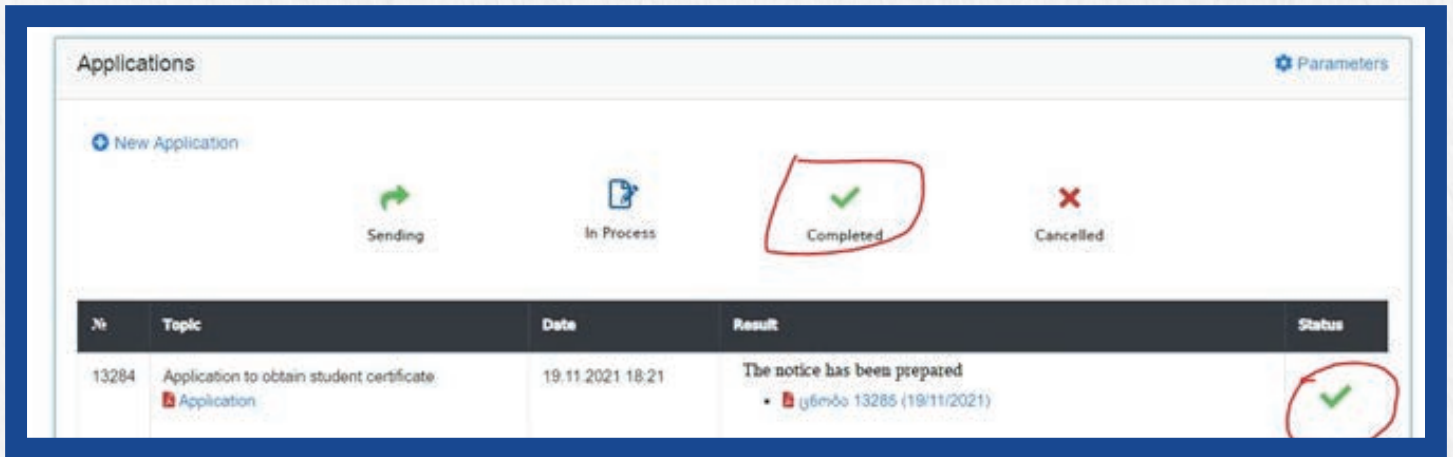
Applications

New Application

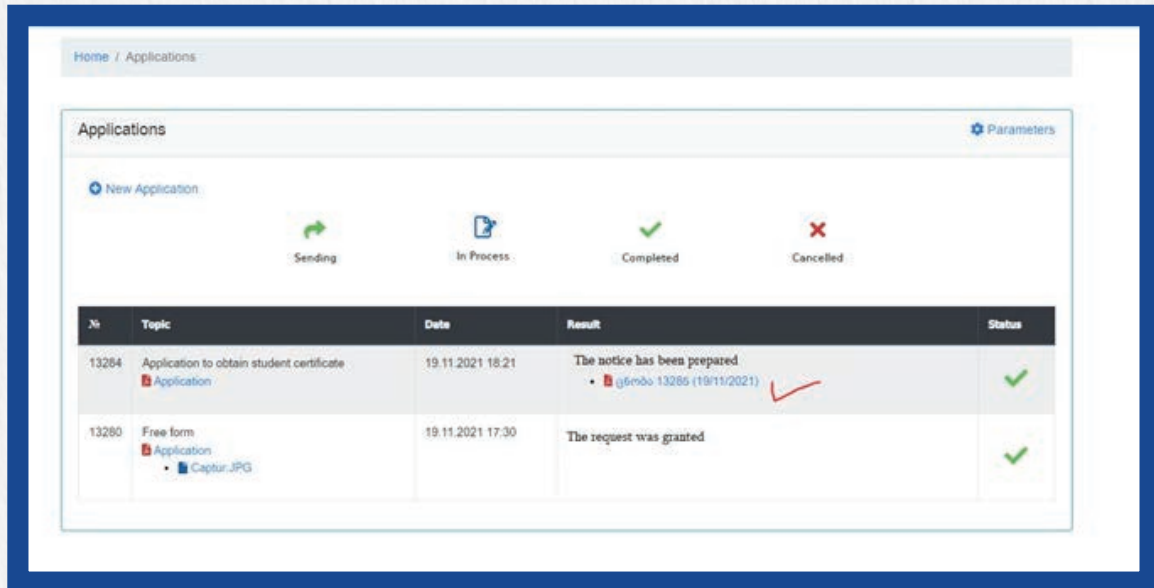
Sending In Process Completed Cancelled

№	Topic	Date	Result	Status
13284	Application to obtain student certificate Application	19.11.2021 18:21		cancel

Within 5 minutes since it to be sent, you can cancel the application. If you don't change your mind, after the set time, your application will be sent to the appropriate addressee, which will be reflected on your page with the appropriate pictograms.



When the application is considered by the relevant service and a resolution is made, the status of the application will be "completed" or "cancelled" in case of rejection.



In case you request a certificate, you can download the certificate directly from your page.
And in case you don't want to take the certificate in electronic form, you will come to the university and get the certificate in the material form.

Examination rules

In order to successfully and fairly implement the examination process in the university, an examination center is functioning, the purpose of which is to develop and implement uniform examination standards in connection with the examination process.

The center ensures the organization of intermediate, final, additional exams, monitoring and evaluation of the exam process and correction of identified deficiencies.

The student can familiarize himself/herself with the exam schedule in advance in the database:

[Eunsis.eu.edu.ge](https://eunsis.eu.edu.ge)

The exam time is determined according to the syllabus of the study course. The student must appear for the exam 15 minutes earlier and bring an identity document with him. A student will be admitted to the exam 10 minutes late and this time will be deducted from the exam time.

The student has the right to bring only pre-specified supporting materials and drinking water to the exam.

The so-called "Shpargalka", phone, smart watch and others will not be admitted to the exam. If any of them is found, the student receives one warning, and the student leaves the exam space on the second warning.

The paper will not be corrected if the student's name and surname are not written in a special column and the student's initials or other marks are on other pages.

The student has the right, within 2 (two) working days after the publication of the results, to apply to the examination center in order to familiarize himself/herself with the examination paper completed by him/her, and to the lecturer of the training course in order to review the examination paper.

The examination center will provide the student with an introduction to the paper. If the student considers that the work performed by him/her is evaluated in an unobjective way, he/she has the right to write a statement and appeal the evaluation.

The grade received in the oral exam must be appealed within one working day.

Frequently asked questions regarding the examination process and the procedure for administering the examination process can be found at the link:

<https://eu.edu.ge/ge/frequently-asked-questions?fbclid=IwAR2Qi5v5wiNyxREJs8-XPX1YyjwtcBDNMUxGQtE1oO2a6WdE-klnViNb1Do>

Evaluation system

After receiving a positive assessment in this or that study course, the student is awarded credit. Assessment itself includes both intermediate assessment (interim exam/current assessment) and final exam. The maximum evaluation of the training course is 100 points.

There are the following evaluation system in the university:

- (A) Excellent – 91-100 points;**
- (B) Very good – 81-90 points;**
- (C) Good – 71-80 points;**
- (D) Satisfactory – 61-70 points;**
- (E) Sufficient – 51-60 points;**
- (FX) Failed - 41-50 points;**
- (F) Failed – 40 points or less.**

The student is allowed to take the final exam if he/she exceeds the minimum limit of 50% for the intermediate assessment. The minimum limit for the final exam is 50%+1 point.

The final positive grade of the student is determined by summing up the points obtained based on passing the minimum limit established for the intermediate assessment and the minimum limit established in the final exam, which should be 51 points or more.

In case of acceptance of FX, the student is entitled to take an additional exam.

In case of questions on issues related to educational processes, students, in accordance with the faculties, should contact the managers of educational process management:

Faculty of Medicine:

Dentistry:

Ia Kitsbabashvili, Tel: 032 2 000 171 (218) E-mail: ia.kitsbabashvili@eu.edu.ge, Sarajishvili N17, room #403

Mariam Gugava, Tel: 032 2 000 171 (230) E-mail: mariam.gugava@eu.edu.ge, Sarajishvili N17, room #403

Ketevan Aptsiauri, Tel: 032 2 000 171 (228) E-mail: ketevan.apsiauri@eu.edu.ge, Sarajishvili N17, room #403

Kristine Sakhokia, Tel: 032 2 000 171 (204) E-mail: kristinesakhokia@eu.edu.ge, Sarajishvili N17, room #403

Medicine:

Mariam Kupatadze, Tel: 032 2 000 171 (229) E-mail: mariam.kupatadze@eu.edu.ge, Sarajishvili N17, room #403

Salome Tsiklauri, Tel: 032 2 000 171 (226) E-mail: salome.tsiklauri@eu.edu.ge, Sarajishvili N17, room #410

Salome Popkhadze, Tel: 032 2 000 171 (225) E-mail: salome.popkhadze@eu.edu.ge, Sarajishvili N17, room #410

Miranda Chkhitunidze, Tel: 032 2 000 171 (220) E-mail: miranda.chkhitunidze@eu.edu.ge, Sarajishvili N17, room #410

Khatia Davlianidze, Tel: 032 2 000 171 (236) E-mail: khatia.davlianidze@eu.edu.ge, Sarajishvili N17, room #410

Tamuna Chanchibadze, Tel: 032 2 000 171 (206) E-mail: tamuna.chanchibadze@eu.edu.ge, Sarajishvili N17, room #410

Faculty of Law, Education, Business and Technology:

Maka Koridze, Tel: 032 2 000 171 (110) E-mail: m.koridze@eu.edu.ge, Guramishvili st. #76, room #101

Tamuna Demurishvili, Tel: 032 2 000 171 (214) E-mail: tamuna.demurishvili@eu.edu.ge, Guramishvili st. #76, room #101

Faculty of Veterinary Medicine:

Maka Koridze, Tel: 032 2 000 171 (110) E-mail: m.koridze@eu.edu.ge, Guramishvili st. #76, room #101

Scholarship

A student with high academic performance who has a grade of A in all subjects during the next semester (for a period of 5 months) will receive a scholarship. The amount of the scholarship in the case of Georgian-language educational programs is 125 GEL, and in the case of English-language educational programs it is 250 GEL.

Student and Alumni Service Center

The university has a student and graduate service center that offers students a variety of services and takes care of their career development. Support for student initiatives:

Every year, the center announces a competition of student initiatives, within the framework of which a university student or an initiative group of students can present a social, cultural, cognitive, innovative, research and technological project. The goal of the project is to encourage student initiatives and support their implementation.

An interesting and diverse environment has been created for students at the university, namely:

Graduation, Welcome, and New Year parties are organized with the participation of the university band and dancers, excursions, various national and thematic events, charity and social responsibility projects are planned

There are following student teams and clubs in the university:





**EU basketball
team**

**EU girls
volleyball
team**



**EU choreographic
ensemble**



Student Clubs:

- Psymix;
- Livingston;
- Environmental club;
- English language practice club;
- Digital Marketing Club;
- Club of new generation research methods;
- Photography club;
- Sports and cultural activities club;
- VET Eudora – (veterinary student club);
- EUCYBERSPORT – Informatics students' club;
- FISHING CLUB;
- Basketball club;
- Boys' Volleyball Club.

In case of additional questions, students can contact the center at
Guramishvili #76, room #102.

Student Self-Government

Student Self-Government is a student organization in the European University that organizes cultural, sports and intellectual events. Also, acts as a middle link between students and administration.

The student government plans and implements sports and intellectual games, field trips and film screenings. It also invites interesting speakers, organizes evenings of different content and organizes monthly meetings with students to identify their visions and needs.

In the European University, the student self-government is selected electronically for a period of 2 years. Students with active status of all faculties of the university participate in the selection of candidates for student self-government. As a result of the elections, the quotas among the candidates are distributed equally to all faculties. 4 quotas are allocated for each faculty. Student self-government, in total, consists of 12 members.

The president and vice-president of the student self-government are elected by the members of the self-government themselves, according to the protocol established by the rule of electronic elections, through internal elections.

Ethics norms

The university has a Code of Ethics, which regulates the principles of the institution's staff and students' activities.

Ethical problems created in the field of Public Relations, determines the rules of conduct and ethical standards of communication, principles of protection of academic integrity.

According to the code of ethics, the student is obliged to:

- Respect university staff and other students;
 - Do not bring alcohol, narcotic drugs, weapons into the university.
- It is also prohibited to gamble and commit illegal actions provided for by the current legislation of Georgia;
 - Do not get to the university under the influence of alcohol or other strong substances. Consumption of alcoholic beverages in the university building is allowed only within the framework of official events;
- To ensure proper handling of university property and its use only for educational purposes;
- To ensure respectful treatment of interlocutors and to follow ethical norms when expressing one's opinions;
- Not to smoke tobacco, including electronic cigarettes, except in a specially designated place on the territory of the university;
- Not to litter the university territory;
- Not to damage and/or not to carry out any kind of negative impact on the university's internal electronic programs/electronic databases;
- To follow the Code of Ethics, the procedures and mechanisms for plagiarism detection, prevention, response to the plagiarism case, the rules for administering the examination process, as well as the requirements established by other legal acts in effect at the university;
 - ☐ The student is obliged not to commit academic fraud, including plagiarism. There will be considered as an academic fraud by student as follows;
 - ☐ Copying from another student's work, or using any kind of supporting material that has not been previously approved by the academic/guest staff;
 - ☐ Taking the exam instead of another student or asking another person to take the exam instead;
 - ☐ Obtaining and distributing confidential information about the exam;
 - ☐ Presenting another person's work as one's own;
 - ☐ Stealing, destroying or changing the work of another student;
 - ☐ Pressure on academic/visiting staff to get the evaluation;
 - ☐ Quoting someone else's work or statement without indicating the appropriate source.

Violation of the above norms leads to disciplinary responsibility, severe violation may result in termination of student status.

You can see Code of Ethics on the link: eu.edu.ge / About Us / Legal Acts / Ethics and Disciplinary Responsibilities Code of European University

Plagiarism

Plagiarism refers to the presentation and use of a work published by another or as one's own, without proper reference and, if there is required, permission from the author.

The university operates the TURNITIN electronic plagiarism checking program. The fight against plagiarism serves to introduce high academic standards, regulate norms of behavior and establish forms of responsibility.

Information upon plagiarism and the rules for using the TURNITIN electronic program is provided to students by the Research Support Center. In terms of plagiarism, in order to raise awareness, meetings are held with students, within the framework of which they receive information in the direction of warning of other people's intellectual property.

The center periodically announces competitions on the topic "Prevention of plagiarism". Students of any course and direction of "European University" can participate in the competition. The purpose of the competition is to raise awareness among students upon plagiarism and to familiarize them with the principles of academic honesty.

In case of additional questions, students can contact the center at Guramishvili Ave. #76, room #306.

The document on procedures and mechanisms for detecting plagiarism, preventing it, and responding to plagiarism cases can be found on the link: <https://shorturl.at/iQR25>

The second and final stage of the selection competition for international student mobility involves an English-language interview, which will be conducted face-to-face or using a remote platform. At the interview, the motivation of the contestants is evaluated in terms of academic, professional and personal development.

The document of the studying agreement is drawn up with the winning student, in which there are which listed both the study courses to be taken at the partner university, as well as their local equivalents, indicating the corresponding credits. By signing the mentioned documents, the European University takes responsibility for recognizing the credits accumulated by the student at the partner university after the student's return, in accordance with the scheme described in the document.



Library

The European University has a library, the collection of which is filled with both printed and digital material. The library is open from Monday to Saturday, from 10:00 to 23:00. To use the library, membership is required, for which the student must contact the library. There are not allowed in the library hall as follows: smoking, noise, talking, using mobile phones. Also, using computers located in the hall for entertainment sites, watching movies, playing gambling games, changing the configuration of computers. In case of violation, the library employee has the right to give a notice to the reader, who is obliged to obey it. Otherwise, the library employee may ask the reader to leave the library. The book fund of the library consists of both educational literature and general publications, scientific and artistic literature, periodicals, digital literature, etc.

Readers of the European University Library can use the electronic resources of "Electronic Information for Libraries - eIFL", which collects world-famous and popular periodicals. Bases can be accessed only from university buildings.

The catalog of the library fund is reflected in the electronic library program <http://e-su.edu.ge/biblio/opac/index.php>, through which it is possible to find the desired literature.



To access the electronic databases, follow the relevant link:

EBSCO

<https://shorturl.at/intNV>

Royal Society Journals Collection

<https://shorturl.at/cklzA>

Cambridge Journals Online

<https://shorturl.at/iqBDY>

e-Duke Journals Scholarly Collection

<https://shorturl.at/hmCFK>

IMechE Journals

<https://shorturl.at/fikwF>

SAGE Journals

<https://shorturl.at/cdlzX>

Openedition Journals

<https://shorturl.at/bxPW7>

Edward Elgar Publishing Journals and Development Studies e-books

<https://shorturl.at/csvl1>

The Company of Biologists' Journals

<https://shorturl.at/foyU0>

European Respiratory Journal

<https://shorturl.at/kzDP1>

Mathematical Sciences Publishers Journals

<https://shorturl.at/imsJN>

ACM Digital Library

<https://shorturl.at/kryzE>

Exchange Programs

Internationalization is one of the strengths of the European University. The university has signed a memorandum of cooperation with dozens of universities in Europe, Asia, USA and Canada. The number of memos is increasing every year. The European University is involved in exchange programs funded by Erasmus+, which gives students the opportunity to travel to leading European universities for a semester with a fully funded scholarship, travel and living expenses covered by the European Union.

Students in exchange programs are selected through a competition, which is announced twice a year: in fall and spring semesters. Students with an active status of undergraduate (II-VII semesters), master's (II, III semesters) and single-level educational programs (II-X semesters) can participate in the selection competition with a weighted grade point average of at least 2.5.

Students interested in international academic mobility fill out the electronic registration form prepared by the International Relations Office for registration.

Registered students who fully meet the conditions of participation in the competition are invited by the International Relations Service to the first selection stage, which involves an English language test face-to-face or using remote platforms.

The student is required to demonstrate knowledge of the English language at the B2 level, according to the Common European Framework of Reference for Languages (CEFR), in four language competencies: listening, writing, reading, speaking. The prerequisite for moving to the next stage of the competition is to score at least 60 out of the maximum 100 points determined by the exam.



Contact information sheet

International Relations Service

Mail: international@eu.edu.ge
Tel: 032 2 000 171 (123)
Room: Guramishvili #76, #315,#317

Financial Service

Mail: financial.manager@esu.edu.ge
Tel: 032 2 000 171 (112; 113)
Room: Guramishvili #76, #308

Legal Service

Mail: legaldepartament@eu.edu.ge
Tel: 03 2 2 000 171 (114; 180)
Room: Guramishvili #76, #307

Student and Alumni Service Center

Mail: servicecenter@eu.edu.ge
Tel: 032 2 000 171 (134)
Room: Guramishvili #76, #102

Nurse

Mail: medicalservice@eu.edu.ge
Tel: 032 2 000 171 (130; 210)
Room: Guramishvili #76, #209; Sarajishvili#17, #104

Case Management Service

Mail: casemanagement@eu.edu.ge
Tel: 032 2 000 171 (115; 119)
Room: Guramishvili #76, #103

Library

Mail: libraryservice@eu.edu.ge
Tel: 032 2 000 171 (133; 212)
Room: Guramishvili #76, #106; Sarajishvili#17, Library

Legal Aid Center

Mail: legalaidcenter@eu.edu.ge
Tel: 032 2 000 171
Room: Guramishvili #76, #105;

Center for promotion of scientific research activities

Mail: science.center@eu.edu.ge
Tel: 032 2 000 171 (125)
Room: Guramishvili #76, #306

Exam Center

Mail: examcenter@eu.edu.ge
Tel: 032 2 000 171 (219; 220; 127)
Room: Guramishvili #76, #409

Administration service of learning process

Mail: learningprocess@eu.edu.ge
Tel: 2 000 171 (108)
Room: Guramishvili #76, #101





Administrative Building:

Tbilisi, 0141, Guramishvili Ave.76

Faculty of Medicine Campus:

Tbilisi, 0189, Sarajishvili street.17

Working Hours:

Monday-Saturday: 10:00-19:00

Telephone:

(+995 32) 2 000 171

Email:

info@eu.edu.ge