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Rector of the University.*

## Learning process regulatory rule of European University Ltd.

2020



**Document Contents:**

Article 1. General Provisions ..... **Error! Bookmark not defined.**

Article 2. Obtaining Student Status on the basis of the Unified National Examinations at the first level of higher academic education (bachelor's degree) and one-level programs..... **Error! Bookmark not defined.**

Article 3. Enrollment in a teacher training educational program and administration of the educational process ..... **Error! Bookmark not defined.**

Article 4. Obtaining Student Status on the Second Level of Higher Academic Education (Master's Degree) Based on General Master's Examinations..... 6

Article 5. Enrollment in a master's program at a higher education institution . **Error! Bookmark not defined.**

Article 6. Obtaining Student Status without Passing Unified National Examinations for Bachelor’s / One-Level Educational Programs..... **Error! Bookmark not defined.**

Article 7. Obtaining Student Status without passing the general master's exams in the master's educational program ..... **Error! Bookmark not defined.**

Article 8. List of documents to be submitted by entrants / master's degree candidates / students with the right to study without passing the Unified National Examinations / Common Master's Exams at the University ..... **Error! Bookmark not defined.**

Article 9. Administrative and Academic Registration..... **Error! Bookmark not defined.**

Article10. Suspension of Student Status ..... **Error! Bookmark not defined.**

Article11. Termination of Student Status..... 13

Article 12. Restoration of Student Status ..... **Error! Bookmark not defined.**

Article 13. Registration for additional semesters and additional training courses**Error! Bookmark not defined.**

Article 14. Mobility ..... **Error! Bookmark not defined.**

Article 15. Internal Mobility..... **Error! Bookmark not defined.**

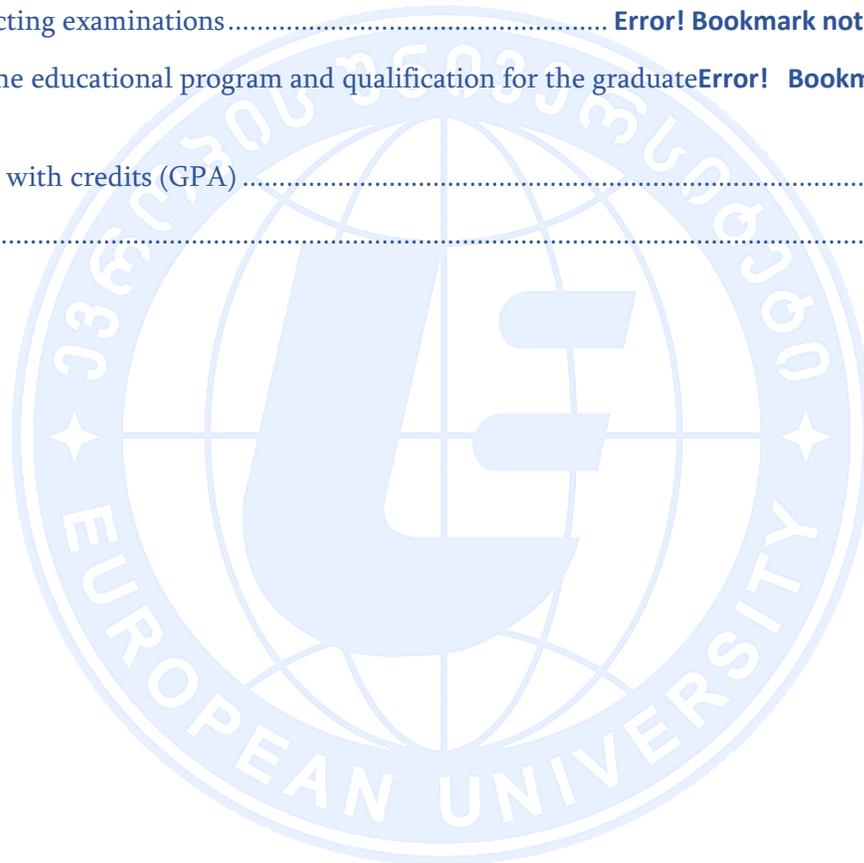
Article 16. Compliance with educational programs and the rule of recognition of education received during the study period ..... **Error! Bookmark not defined.**

Article 17. Recognition of education obtained in a licensed mode ..... **Error! Bookmark not defined.**

Article 18. Recognition of the learning outcomes achieved within one qualification for the purposes of another qualification ..... **Error! Bookmark not defined.**



Article 19. Recognition of education received abroad .....	<b>Error! Bookmark not defined.</b>
Article 20. Tuition Fee .....	<b>Error! Bookmark not defined.</b>
Article 21. Student learning activities (student workload) .....	<b>Error! Bookmark not defined.</b>
Article 22. Assessment of Student Achievement .....	<b>Error! Bookmark not defined.</b>
Article 23. Transparency of the choice provided by the educational program	<b>Error! Bookmark not defined.</b>
Article 24. Academic year, semester, week.....	<b>Error! Bookmark not defined.</b>
Article 25. Rules for conducting examinations.....	<b>Error! Bookmark not defined.</b>
Article 26. Completion of the educational program and qualification for the graduate	<b>Error! Bookmark not defined.</b>
Article 27. GPA on average with credits (GPA).....	30
Article 28. Final Provisions.....	31





## Article 1. General Provisions

1. Higher Education Institution - European University Ltd. (hereinafter - the “University”) conducts the educational process in accordance with the current legislation, this rule and other legal acts in force at the University.
2. This rule defines the rules for obtaining, suspending, terminating, mobility, recognition of education obtained during the period of student status, the system of student grading, the procedure for awarding qualifications and procedures, as well as other issues related to administration of the learning process.
3. The main language of instruction at the University is Georgian, while teaching in another language (implementation of a foreign language educational program), except for separate courses, is based on the consent issued by the Ministry of Education, Science, Culture and Sports of Georgia.
4. Persons / structural units involved in organizing and managing the educational process at the University are:
  - A) Rector;
  - B) Vice-Rector for Administration of the Learning Process;
  - C) Educational unit - faculty;
  - D) Learning Process Administration Service;
  - E) Examination Center.

## Article 2. Obtaining Student Status on the basis of the Unified National Examinations at the first level of higher academic education

1. Obtaining the status of a student at the University on the first (bachelor's) level of higher education and on one-level educational programs is carried out without passing the Unified National Examinations, Mobility and Unified National Examinations in accordance with the legislation of Georgia and this Rule.
2. The bachelor's educational program or one-level educational program are granted for the entrant, who holds a document certifying full or equal general education and which, on the basis of the ranking of the



coefficients of the scores obtained in the Unified National Examinations, has the right to study at the relevant program at European University.

3. After the publication of the final results by the LEPL - National Center for Assessment and Examinations, the entrant must apply to the University within the time limit set for registration.

4. The duration of the registration period and the list of documents to be submitted shall be determined by the order of the Rector. The duration of the registration period for entrants may not be less than 10 calendar days after the publication of the information on the registration of entrants on the official website of the University.

5. Enrollment in the University of the entrant is possible only in case of notarized copy of the document certifying full general education recognized by the legislation and submission of the document certifying military registration by the person subject to military registration in accordance with the legislation (in case of sons).

6. Based on the registration and submission of relevant documents, the Rector shall issue an order on the enrollment of entrants in the University and obtaining the status of a student and shall conclude an educational service agreement with them. The Rector's Unified Act shall be issued no later than October 1 and shall be sent to the Ministry of Education, Science, Culture and Sports of Georgia within 15 days of its publication.

7. An entrant who does not apply to the University within the timeframe provided for registration is entitled to apply to the University with a request to enroll from the date of publication of the Rector's Unified Act by June 1 of the following year. The Rector of the University is obliged to satisfy the request of the person and issue an individual administrative-legal act, in order to ensure the access of the person in the educational process and to achieve the learning outcomes in accordance with the rules established by law. The act of the Rector is sent to the Ministry of Education, Science, Culture and Sports of Georgia within 15 days from its publication. In this way, enrollment of a person in a higher education institution excludes the possibility of using the obtained state educational grant.

8. After passing the registration of the entrant, the University is authorized to establish an exam in order to determine the level of foreign language proficiency. The composition of the examination commission is determined by the legal act of the rector.

9. The foreign language level is determined in accordance with the University's " Rules for Determining the Student's Linguistic Competence".



10. After passing the administrative registration for the educational program of the University, the student is obliged to pass the academic registration within the time period determined by the order of the Rector - to choose the training courses provided by the program. In order to undergo academic registration, a student is required to submit to the university a document certifying the payment of half of the tuition fee set for the semester, unless the student has been assigned an individual payment schedule.

### **Article 3. Enrollment in a teacher training educational program and administration of the educational process**

The issue of enrollment of a person in a teacher training program and the administration of the educational process shall be regulated in accordance with the "Rules for Enrollment in the Teacher Training Program and Administration of the Educational Process" approved by the University Rector.

### **Article 4. Obtaining Student Status on the Second Level of Higher Academic Education (Master's Degree) Based on General Master's Examinations**

1. Obtaining the status of a student at the second level (Master's) of Academic Higher Education of the University is carried out on the basis of the results of the general master's exams, without general master's exams or mobility, in accordance with the rules established by the legislation of Georgia; In order to gain the status of a student of the Master's Educational Program, the University is authorized to establish internal university examinations / exams in the specialty and in a foreign language.

2. A candidate for a master's degree will be eligible to take the exam / examinations determined by European University if he / she exceeds the minimum threshold established by the legislation in at least three of the four parts of the general master's exam.

3. The level of the foreign language test to be accepted for the master's program is determined in accordance with the relevant master's program and the "rule for determining language competence".

4. As a result of the general master's exam and the university exam / examinations, the candidate for the master's degree will be revealed, who will have the right to continue his / her studies at European University in the relevant master's program of the relevant educational program.



5. In order to pass the exam / examinations determined by the University, the registration of Master's candidates is carried out at European University in accordance with the rules and within the timeframe established by the Rector's Act. The duration of the registration period for Master's Candidates may not be less than 5 calendar days from the date of publication of the Rector's Candidate's registration on the official website of the Rector's Act.
6. The University publishes the act of the Rector on the registration of Master's candidates and the results of the exam / examinations determined by him / her on its official website.
7. Complaints on the exam / examinations determined by the University shall be considered by the Complaints Commission submitted by the dean of the relevant Faculty of European University and approved by the order of the Rector.
8. A candidate for a master's degree shall submit a claim to European University's case management office within the time limit set by the order of the Rector.
9. Complaints shall be considered by the Complaints Commission approved by the Rector's Order, which may not consist of persons who have participated in the evaluation of Master's Candidates.
10. After the publication of the final results of the exam / exams, a ranking document with the coefficients of the master's exams is created. Only a master's candidate will be included in the ranking document with the coefficients of the master's exams, who has successfully passed the general master's exam and the exam / examinations determined by the higher education institution in order to enroll in the relevant educational program of the master's educational program approved by the Government of Georgia.
11. The ranking document with the coefficients of the master's exams is created on the relevant specialty / specialty master's programs in the number of announced places of master's candidates, the normalized score obtained by the Master's candidate and the coefficients / coefficients assigned to him / her for the parts of the common master's exam test and / or the tests / examinations determined by him / her, and if the coefficients are identical, taking into account the test parts and / or test priority.

#### **Article 5. Enrollment in a master's program at a higher education institution**

1. Enrollment in the University is based on the ranking document with the coefficients of the master's exams.



2. Enrollment of Master's Candidates at the University is possible only after the submission of a document certifying academic higher education - diploma and a document certifying military registration by a person subject to military registration in accordance with the legislation.
3. Enrollment of a Master's candidate at the University is formed on the basis of an contract of educational service signed between the University and the Master's candidate.
4. A unified act of the Rector shall be drawn up on the persons with whom the agreement provided for in paragraph 3 of this Article has been concluded by European University. The Rector's Unified Act indicates the Master's name, surname, personal number, general master's exam identification code, educational program on which the Master's degree has been granted the right to continue the study. The University will present information about the enrolled persons in a special electronic program until October 5 of the Master's exam.
5. After the issuance of a unified act provided for in paragraph 4 of this Article, the person becomes a student of European University - Master's student.

#### **Article 6. Obtaining Student Status without Passing Unified National Examinations for Bachelor's / One-Level Educational Programs**

1. The status of a student can be obtained without passing the Unified National Examinations on the bachelor's / one-level educational program on the basis of the order of the Minister of Education, Science, Culture and Sports of Georgia, in the following cases:
  - A) for foreign nationals and stateless persons who have received full general or equivalent education in a foreign country;
  - B) for citizens of Georgia who have received full general or equivalent education in a foreign country and have completed the last 2 years of full general education in a foreign country;
  - C) for foreign nationals (except for students participating in the joint higher education program and students participating in the exchange educational program), who are studying / have studied and have obtained credits / qualifications in a higher education institution recognized in a foreign country in accordance with the legislation of this country.



D) for citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange educational program) who lived in a foreign country during the study period in a foreign higher education institution for at least 75 days during one semester and have received credits / qualifications in a higher education institution recognized in a foreign country in accordance with the legislation of this country.

2. The University is obliged to conduct an examination and provide access to the video recording of the examination to the Ministry of Education, Science, Culture and Sports of Georgia, in order to determine the knowledge of the language of the educational program of the persons referred to in paragraph 1 of this Article, in accordance with the “ Rules for Determining the Student's Linguistic Competence “ of the University.

3. The persons referred to in subparagraph (d) of paragraph 1 of this Article shall obtain the right to continue their studies in a higher education institution in case of successful passing of the general skills test organized by the National Center for Assessment and Examinations.

4. The head of the university is obliged to enroll the entrants who have the right to study without passing the unified national exams within one year in such a way as to ensure that the person is admitted to the study process and achieves the learning outcomes in accordance with the law. The act of the head of the university is reflected in the register of educational institutions.

#### **Article 7. Obtaining Student Status without passing the general master's exams in the master's educational program**

1. It is possible to obtain the status of a student without passing the general master's exams in the master's educational program on the basis of the order of the Minister of Education, Science, Culture and Sports of Georgia, in the following cases provided by the legislation of Georgia:

A) for candidates for master's degree who have received a document certifying the academic degree of relevant higher education in a foreign country;

B) for foreign nationals (except for students participating in a joint higher education program) who are studying / have studied and have obtained credits / qualifications in a master's degree of a higher education institution recognized in a foreign country in accordance with the legislation of this country;



C) for citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange educational program) who lived in a foreign country during their studies at a foreign higher education institution for at least 75 days during one semester and received credits / qualification for a master's degree from a higher education institution recognized in accordance with the legislation of that country in a foreign country;

D) for candidates for master's degree who have been enrolled in a bachelor's or one-level program in a higher education institution without passing the unified national exams;

E) for foreign citizens who have obtained the right to continue their studies in a higher education institution of Georgia before the entry into force of the Law of Georgia "on Higher Education" and have a document certifying higher education recognized by a state issued in Georgia.

2. The University is obliged to conduct an interview with the persons referred to in paragraph 1 of this Article in order to determine the language proficiency of the program and to ensure that the video recording of the interview is available to the Ministry of Education, Science, Culture and Sports of Georgia. In order to determine the level of a foreign language, a person is examined in accordance with the "Language Competence Determination Rule" of the University.

2<sup>1</sup>. Without passing the general master's exams, in accordance with the current legislation of Georgia, after granting a person the right to study by a legal act of the Ministry, a legal act of the Rector shall be issued in accordance with the relevant master's educational program. In case of successful passing of the examination, the legal act of the Rector on enrollment <sup>1</sup>shall be issued in accordance with the rule specified in Paragraph 3 of this Article.

3. The head of the university is obliged to enroll the entrants / master's degree candidates / students who have the right to study without passing the general master's exams within one year in such a way as to ensure that the person is admitted to the study process and achieves the study results. The act of the head of the university is reflected in the register of educational institutions.

**Article 8. List of documents to be submitted by entrants / master's degree candidates / students with the right to study without passing the Unified National Examinations / Common Master's Exams at the University**

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<sup>1</sup> The person wishing to enroll shall be provided with the information in writing, no later than 2 working days after the issuance of the legal act.



1. An entrant with the right to study without passing the Unified National Examinations must attach the following documents to the application:

A) A notarized copy of the citizenship document;

B) A copy of the residence permit shall be attached to the application of a stateless person instead of a document certifying citizenship.

C) A notarized copy of the complete general or equivalent education certificate obtained in a foreign country.

D) Recognition of the received education - a document issued by the National Center for Educational Quality Enhancement.

E) Photo image 3X4 (electronically).

F) Notarized power of attorney in case of a trustee.

2. Candidates for master's degree without passing the general master's exam must attach the following documents to the application:

A) A Notarized copy of the citizenship document.

B) A copy of the residence permit shall be attached to the application of a stateless person instead of a document certifying citizenship.

C) A notarized copy of the document certifying the relevant higher education issued by a higher education institution recognized by a foreign country and an attachment to the diploma or attach a copy of the document certifying the credits obtained in the master's program of a foreign higher education institution to the application or a document issued by a higher education institution or equivalent to an academic degree issued by a higher education institution recognized in accordance with the legislation of a foreign country.

D) Recognition of the received education - a document issued by the National Center for Educational Quality Enhancement.

E) Photo image 3X4 (electronically).



1. After obtaining the status of a student at European University, the student is obliged to pass the administrative registration, which means submitting the documents specified in the order within the time period specified by the order of the Rector and registering them in the electronic database of the learning process. At the beginning of each semester, the student is required to complete the academic registration within the period specified by the Rector's order, to choose the courses of study before the start of the semester through the electronic database of the learning process. Within one week of the start of the study, the student is entitled to apply in writing to the University for a change in the chosen courses.
2. Passing the administrative registration shall mean for the first-year students and the mobility of the students within the time limit established by the order of the Rector: submission of applications and attached documents, legal acts in force at the University, signing of the contract of educational service and fulfillment of the obligation specified in the agreement, and for students with active status, fulfillment of the obligations under the current rules and agreements of the university.
3. Academic registration means, after fulfilling the obligation defined by the present rule and provided by the current legal acts, registration in the electronic database of the educational process on the subjects within the term determined by the order of the Rector. Failure to register by the student during this period will result in suspension of student status.
4. After a week, from the beginning of the study, the cancellation<sup>2</sup> of the subject registered by the student and / or the suspension of the status in case of restoration of the student's status, does not release him / her from the financial obligations<sup>3</sup> arising between the University and him / her.
5. In case of restoration of student status (which ensures the passage of academic and administrative registration) after the completion of academic registration, the student is entitled to register for the courses opened in the current semester.

#### Article 10. Suspension of Student Status

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<sup>2</sup> Is caused by suspension of student status, termination of status, cancellation of registration for a particular subject.

<sup>3</sup> The current semester tuition fee paid by the student is subject to refund (in case of suspension of student status, termination of status, and cancellation of registration for a particular subject) within one week after the start of study by the student submitting an appropriate application. The tuition fee will not be refunded after one week. "



1. The grounds for suspension of student status are:
  - A) personal statement (without giving a reason);
  - B) study in a foreign country, in a higher education institution, except for studying within the framework of an exchange educational program;
  - C) pregnancy, childbirth, child care or deterioration of health;
  - D) Violation of financial obligations (non-payment of tuition fees) stipulated by the educational service agreement between the student and the institution;
  - E) failure to pass administrative and / or academic registration;
  - F) Lack of health and accident insurance by a foreign student.
2. Exemption from the right to perform the duties of a university and student without termination of student status shall be considered as suspension of student status.
3. During the period of suspension of student status, the validity of the Agreement concluded between the student and the University on educational services is suspended;
4. During the period of suspension of student status, the University and the student shall be exempted from the exercise of reciprocal rights and obligations, except for the rights and obligations that arose before the suspension of the status;
5. A person whose student status has been suspended shall not be considered within the total number of students of the University.

#### **Article 11. Termination of Student Status**

1. The grounds for termination of student status are:
  - A) Completion of the educational program at the given level;
  - B) Personal statement;
  - C) Expiration of 5 years from the suspension of student status, except in cases provided by law;
  - D) Death or confession by a court;



E) A disciplinary misconduct by a student for which the termination of the student's status is provided by the Code of Ethics and Disciplinary Responsibility of the University;

F) Other grounds provided by the current legislation.

## 2. Legal Consequences of Termination of Student Status:

A) The grounds for termination of student status are the expiration of the 5-year term from the suspension of student status, except in cases provided by law. The legal consequences of terminating a student's legal status shall arise twelve months after the issuance of the order. During this period, the student's status is considered suspended and the student is entitled to exercise the right to mobility, unless the grounds for termination of the student's status are incompatible with the charter of the host institution.

B) In case of termination of the student's status, his / her re-acquisition is allowed in accordance with the rules established by the legislation.

3. The Rector's order on termination of student status shall be issued, which shall result in termination of the Agreement on educational services with the student. This circumstance does not release the parties from fulfilling the obligations arising before the termination of the Agreement.

## Article 12. Restoration of Student Status

1. A suspended student is authorized to restore student status on the basis of his / her own application and / or in case of elimination of the grounds for suspension of student status. Restoration of student status occurs after the elimination of the circumstances that led to the suspension of student status.

2. Restoration of student status is allowed by exceeding the total number of students. In this case, the number of students enrolled above the total number of students will be deducted from the number of student admissions places established by the university for the next academic year.

3. Restoration of student status (except for the reason<sup>4</sup> for suspension of status due to non-fulfillment of financial obligations during the semester) is allowed no later than 6 weeks after the start of studies.

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<sup>4</sup> For example, if a student's student status was suspended due to financial debt in the 7th week, the grounds for suspension were eliminated in the 8th week, he / she is entitled to restore the student status in the following weeks (eg 9th, 10th).



### Article 13. Registration for additional semesters and additional training courses

1. A student who fails to obtain the appropriate academic degree within the timeframe provided by the educational program is entitled to complete the educational program during the following semester / semesters. The University is authorized to determine additional semesters during the academic year, it is not allowed for the annual workload of the student to exceed 75 credits.
2. The credit fee determined by the training course is determined by the number of credits awarded to the subject, according to the following formula: the current annual fee is divided by the number of annual credits - 60, resulting in 1 credit fee multiplied by the number of credits awarded for a particular course.
3. Student registration for the additional semester is carried out in accordance with the academic and administrative registration procedures specified in this rule.
4. A student with active status), taking into account the peculiarities of the educational program and / or individual curriculum, is entitled to enroll in the courses offered within the program within 60 credits during one academic year (the student's annual study load may exceed 60 credits or be less than 60 credits). The student's annual study load may not exceed 75 (ECTS) credits.
- 4<sup>1</sup>. The annual student workload includes 60 (ECTS) credits, taking into account the duration, volume and structure defined by the relevant field characteristics within the educational program of the graduated physician. According to the individual curriculum of the student, the annual study load of the student can be determined by more than 60 credits, the total number of credits added above 60 within the duration determined by the field characteristics of the graduate medical education program should not exceed 15 credits in total.
5. In order to register in the electronic learning process management system, the student is obliged to register academically and administratively in accordance with the academic and administrative registration procedures specified in this Rule.

### Article 14. Mobility

1. Mobility at the University is carried out in accordance with the Order of the Minister of Education and Science of Georgia N10 / N of February 4, 2010 "On the Rule of Transition from a Higher Education



Institution to another Higher Education Institution", within the timeframe established by the legal acts of the Head of the LEPL- education management information system and in accordance with this rule.

2. Mobility can be implemented within one level of higher education. For the purposes of this paragraph, the integrated undergraduate and postgraduate education programs of a certified physician / dentist, teacher training, and integrated veterinary education are considered to be the first level educational programs of academic higher education. Mobility from vocational education program to undergraduate education program is not allowed.

3. The right to mobility arises for a student only in the educational program to which he / she has passed:

A) within the framework of the Unified National Examinations, the subject / subjects established by Article 6, Paragraph 2 and / or Paragraph 8 of the “Regulations for Conducting the Unified National Examinations” approved by the Order №19 / N of the Minister of Education and Science of February 18, 2011 for those students , Who passed the Unified National Examinations in 2020 and beyond;

B) Type of general master exam test.

4. If the number of applications for mobility in the university's educational program is more than the number of registered places, the right to enroll in the University will be granted to the relevant number of students registered at the University, whose unified national / master's exam results exceed the corresponding results of other mobility applicants.

5. LEPL - An individual administrative-legal act issued by the head of the Education Management Information System, for the administration of the student mobility process, establishes:

A) Deadline for electronic submission of the number of student places to be accepted by the institutions through mobility;

B) Deadline for registration on the electronic portal of persons wishing mobility;

C) Deadline for electronic submission of draft legal acts of institutions on persons enrolled through mobility in the higher education management information system. The Rector sets a deadline by a domestic legal act, which must be submitted by the applicants for mobility to the University. A mobility applicant who does not apply to the University for enrollment within the established period shall lose the right to enroll in the educational program, except in cases provided by the legislation of Georgia.

6. The University, as the receiving higher education institution, shall record in the register the draft legal act of student enrollment and related information in accordance with the form established by the individual administrative-legal act of the head of the management system, based on which the management system



verifies the compliance And e-portal data and issue a report on the mobility of students enrolled in the project. "After receiving a positive conclusion from the management system on the draft order, the Rector will issue an order for enrollment of students in the fall semester before October 1 or March 1 in the spring semester, and the order will be reflected in the register of educational institutions within 2 working days.

7. On the basis of the transfer of a student to another educational institution and the data of the register, the Rector shall issue an order on termination of the status of a student enrolled in another institution, and within 1 week of the student's application, an extract from the order will be issued, as well as an educational document on the basis of which he / she will be enrolled in this institution and other documents in the student's personal file. The order on termination of student status and the electronic version of the information related to it shall be submitted to the management system until October 7 in the autumn or March 7 in the spring semester, in accordance with the form established by the individual administrative-legal act of the Head of the Management System.

8. The University is authorized to determine the prerequisite for enrollment in the educational program, interview and / or exam for those wishing to enroll in mobility. The recognition of student credits in the process of mobility is carried out in accordance with the rule of recognition of education / compliance of educational programs provided for in Article 16 of this Rule.

9. If a person enrolled without passing the Unified National Examinations / Common Master's Exams has obtained the right to continue his / her studies in the quota registered by the University on the Student Electronic Portal and with mobility above the quota, the University conducts internal examinations / exams and / or interviews.

#### **Article 15. Internal Mobility**

1. The student has the right to change the educational program with internal mobility during the study period.
2. The internal mobility process is administered by the University. Internal mobility is announced on the basis of the rector's order.



3. The right to participate in internal mobility is granted to the student after the completion of one semester after obtaining the status of a student. The student has the right to participate in the internal mobility even if he / she has the status of a student suspended at the moment of announcing the internal mobility.

4. Internal mobility can be implemented within one level of higher education. For the purposes of this paragraph, the educational programs of the graduated physician / dentist / veterinarian are considered to be compatible with the educational program of the first level of academic higher education.

4<sup>1</sup> The right of internal mobility arises for a student only in the educational program to which he / she has passed:

A) within the framework of the Unified National Examinations, the subject / subjects established by Article 6, Paragraph 2 and / or Paragraph 8 of the “Regulations for Conducting the Unified National Examinations” approved by the Order №19 / N of the Minister of Education and Science of February 18, 2011 for those students , Who passed the Unified National Examinations in 2020 and beyond;

B) the type of the general master's exam test.

5. Recognition of student credits in the process of internal mobility is carried out in accordance with the rule of recognition of education / compliance of educational programs provided for in Article 16 of this Rule.

6. Internal mobility is announced twice a year. Upon completion of the internal mobility process, the university is obliged to provide the internal mobility results to the LEPL-Education Management Information System within two weeks.

7. Transferring a student with internal mobility to another educational program is formed by the order of the Rector.

8. The University is authorized to set a precondition for admission to the educational program for those wishing to transfer through internal mobility:

A) Confirmation of the student's language competence (if necessary) in accordance with the "Rules for Determining the Student's Linguistic Competence";

B) to arrange an interview and / or an exam in the subject / subjects group in case of a competition at the places specified in the program on the basis of internal mobility.

9. The University is authorized to declare extraordinary internal mobility, in accordance with this rule, in case of refusal to accredit the educational program or cancel the accreditation or in case of cancellation of the educational program by the University.



## Article 16. Compliance with educational programs and the rule of recognition of education received during the study period

1. In order to determine the compatibility of the learning outcomes achieved by a person wishing mobility within another educational program, a commission shall be established by the order of the Rector, which shall prepare a conclusion on the possibility of recognizing credits. The commission must include: Program Manager / Program Coordinator, Quality Assurance Officer and Field Specialist (academic or visiting staff). If necessary, in addition to the composition of the commission specified in this paragraph, other staff may be added to the commission.

2. Credits received within the framework of the educational program on which enrollment and teaching were carried out in accordance with the rules established by the legislation of Georgia shall be subject to recognition; Credits are recognized in accordance with the requirements established by the legislation of Georgia.

3. As a result of the content study, it is possible to determine the compliance of the training courses taken by the student and the educational program, regardless of the difference in their names. If a different ECTS credit is provided for a student's undergraduate course under the host university's educational program, recognition is granted within the Bachelor's program in accordance with the credit set for the course.

4. Within the framework of free credits, it is allowed to recognize the training course, which is not provided by the university's educational program. Credits left without recognition of free credits are reflected in the attachment to the diploma.

5. If the educational program offered by the host university envisages a second foreign language as a mandatory component, based on the student's application, it is possible to determine the level of language proficiency through the internal exam, on the basis of which the student will continue his / her studies. Different credits are eligible to accumulate within the framework of free credits.

6. In the case of the mobility of the interested person to the University of the educational program, which is executed by ECTS / European Credit Transfer System / Accordingly, the Commission is entitled to the mobility of the person wishing to request the University ECTS / European Credit Transfer System / re-appropriate educational program or submit the legislation to calculate student workload and credits to transfer to the following rules:



A) If the educational program is completed during the astronomical hours, the total number of separate training courses is multiplied by 3 and divided by the equivalent of one credit in hours, so on 25 hours. For example, if in astronomical hours the load of an object is 60 hours, it is multiplied by 3 and divided by 25:  $60 \times 3 / 25 = 7.2$ , rounded to 7 credits;

B) If the grade obtained by the student in another higher education institution corresponds to the 5-point grading system, he / she should be transferred to the 100-point grading system according to the following principle:

Rating 5 - A - 95 points;

Assessment 4.5 - B - 85 points;

Grade 4 - C - 75 points;

Rating 3.5 - D - 65 points;

Rating 3 - E - 55 points/

B<sup>1</sup>) In case of existence of an evaluation system different from sub-paragraph “b” of paragraph 6 of this Article, the transfer to the 100-point evaluation system shall be carried out in accordance with the principle defined in paragraph “b” (by assigning an average score from the relevant evaluation range).

C) Assessment" counted "is transferred to 100-point assessment according to the following principle: the total number of points obtained (obtained as a result) by modifying the 100-point assessment marks obtained by the different assessment system, divided by the number of training disciplines and the score obtained is counted Equivalent to training course evaluation. E.g.  $81 + 91 + 71 + 71 + 91 + 81 = 486 / 6 = 81$  (B).

7. European University is authorized to recognize the learning outcomes achieved by a person under the relevant educational level program of the academic higher education by overcoming the other educational program of the same level of academic higher education for the purposes of awarding the relevant qualification.

8. Compatibility of the programs is reflected in the relevant report, which indicates the compliance of the educational program passed by the student with the educational program, as well as the number of recognized / compatible credits and, if necessary, information about the individual curriculum offered to the student.

9. Due to the number of recognized credits, the student is recommended to continue his / her studies from the relevant semester.



#### Article 17. Recognition of education obtained in a licensed mode

1. State recognition of higher education received by persons enrolled in a licensed higher education institution (hereinafter - higher education recognition) means a person enrolled in a licensed higher education institution whose period of study is not fully / partially recognized by the state, establishing compliance with the learning outcomes provided for in the relevant educational program components recognized by the state;
2. In order to recognize higher education, a person applies to the LEPL - National Center for Educational Quality Enhancement with a written statement, which must be accompanied by a relevant document / certificate of a licensed higher education institution or a notarized copy of their enrollment in that institution. Also, a list of subjects taken during the study period during the period of expulsion or graduation, indicating their credits and / or assessments.
3. Prerequisite for recognition of higher education is the enrollment of a person in a higher education institution in accordance with the rules established by the legislation of Georgia.
4. After receiving the application of the interested person, the LEPL - National Center for Educational Quality Enhancement shall send the documents attached to the application to the relevant educational institution, for the purposes of which the applicant wishes to be recognized for higher education.
5. LEPL - National Center for Educational Quality Enhancement, with the involvement of the University, shall ensure that the examination of the components of the educational program is conducted in order to determine whether the person has the competence provided by the specific component of the relevant educational program. Based on the conclusion received from the University, the LEPL National Center for Educational Quality Enhancement makes a decision.
6. The rules of conducting the examination and the subject of the examination, taking into account the position of the University, shall be approved by an individual administrative-legal act of the Director of the National Center for Educational Quality Enhancement.
7. The interested party shall be notified of the examination at least 2 weeks before its holding, unless the party requests that the examination be conducted within a shorter period of time.
8. The decision on recognition of education determines the part of education that was considered recognized.



9. In order to recognize credits, European University shall determine the compatibility of the education obtained by the person in the licensed mode with the educational program of European University;

10. In order to recognize the credits, on the basis of the official card of the Dean of the relevant faculty, the legal act of the Rector of the University shall approve the composition of the temporary commission, which includes:

- A) The head of the relevant educational program;
- B) Dean of the Faculty or Learning process manager;
- C) Academic or invited staff (a person with relevant field qualifications);
- D) Representative of the University Quality Assurance Service.

11. Resolving organizational issues related to the activities of the Commission and preparing documents related to the recognition of student credits is the responsibility of the relevant faculty learning process manager;

12. In order to determine the compatibility of the learning outcomes of the training courses, the University is obliged to conduct exam / exams in the relevant training course / courses. In case of a positive result on the exam / exams (50% + 1%), the University determines the compatibility, on which the relevant conclusion is made;

13. The conclusion of the commission shall be signed by all members of the commission;

14. The conclusion of the commission is sent to the LEPL National Center for Educational Quality Enhancement, after which the center makes a decision on the recognition of the education obtained in the licensed mode;

15. After the completion of the relevant administrative proceedings provided for in this Article, the LEPL National Center for Educational Quality Enhancement shall take the following decisions:

- A) recognizes the higher education received by a person enrolled in a licensed higher education institution;
- B) refuses to recognize the higher education received by the person enrolled in the licensed higher education institution.

16. Based on the positive decision of the LEPL National Center for Educational Quality Enhancement, based on the number of recognized credits, the student is recommended to continue his / her studies from the relevant semester.



### Article 18. Recognition of the learning outcomes achieved within one qualification for the purposes of another qualification

1. In accordance with the legislation of Georgia, a person enrolled in European University is entitled to apply to the University in writing to recognize the compatibility of the learning outcomes achieved within one qualification with the educational program enrolled in European University;
2. In order to recognize credits, European University shall determine the compatibility of the learning outcomes achieved by a person within the framework of another educational program of the same level of higher education with the University's educational program;
3. In order to recognize the credits, on the basis of the report card of the Dean of the relevant faculty, the legal act of the Rector of the University approves the composition of the temporary commission. The commission must include: a program manager, a quality assurance representative and a field specialist (academic or visiting staff). If necessary, in addition to the composition of the commission specified in this paragraph, other staff may be added to the commission.
4. A student who has applied to European University to determine the compatibility of the learning outcomes achieved within one qualification is obliged to submit a document-diploma, diploma appendix or properly certified mark sheet and the content of the passed training course / courses (syllabus);
5. A specific foreign language that a student has passed must be indicated in the appendix of diploma or in the properly certified mark sheet;
6. If the documentation submitted by the student is incomplete or does not meet the above requirements, the Commission is authorized not to recognize the student's credits;
7. As a result of the substantive study of the training courses provided by the educational programs, it is possible to determine the relevance of these courses, regardless of the difference in their titles;
8. The conclusion of the commission is signed by all members of the commission. The secretary of the session is responsible for producing the minutes of the session. The decision on the recognition of credits will be made by a majority vote of the participants.
9. The University Educational Process Management Manager is responsible for resolving organizational issues related to the activities of the Commission and preparing documents related to the recognition of student credits;



10. The European University is authorized to calculate the student load with credits for those educational programs that are not performed in accordance with the European Credit Transfer System.

#### **Article 19. Recognition of education received abroad**

1. Recognition of qualifications obtained in a foreign higher education institution or education received in a foreign higher education institution is recognized if its compliance with the relevant qualifications granted by the higher education institutions of Georgia is established. Compliance with the learning outcomes and the qualifications awarded may be determined regardless of the difference in the study period.
2. The qualifications obtained in a foreign higher education institution or the education received during the study in a foreign higher education institution shall be recognized by the LEPL National Center for Educational Quality Enhancement, in accordance with international agreements of Georgia and the rules established by the Minister of Education and Science.
3. The decision on enrollment of an entrant or student with a foreign educational document in a higher education institution of Georgia is made by the University on the basis of an order of the Ministry of Education, Science, Culture and Sports of Georgia (On granting the right to study at a higher education institution without passing the Unified National Examinations / Common Master's Examinations for Entrants / Students / Master's Candidates), in accordance with the rules established by the legislation of Georgia.
4. Within the framework of the exchange program, the recognition of credits received by a student in a foreign higher education institution is carried out on the basis of the LEPL National Center for Educational Quality Enhancement and in accordance with Article 16 of this Rule.

#### **Article 20. Tuition Fee**

1. Tuition fees are paid during the semester, within the deadlines set for administrative registration,



except for the different payment rules set by the university. An individual schedule of tuition fees can be determined in agreement with the student.

2. Students with partial grant funding from the state grant must cover the difference between state funding and tuition fees within the timeframe set for administrative registration in accordance with the semester;

#### **Article 21. Student learning activities (student workload)**

1. The European Credit Transfer and Accumulation System (ECTS) is a student-centered system based on the transparency of learning outcomes and learning processes. Its purpose is to facilitate the planning, implementation and evaluation of the components of the educational program, the recognition of the component / components, knowledge, skills and competencies of the educational program, as well as the process of student mobility.

2. Credit is a unit that expresses the learning load required for a student and which can be obtained after achieving learning outcomes.

3. Student workload is the time required to achieve the learning outcomes defined by the educational program. Student study loads are based on independent and contact hours.

#### **Article 22. Assessment of Student Achievement**

1. Credit is a unit that expresses the learning load required for a student and which can be obtained after achieving learning outcomes.

2. It is not allowed to grant a credit using only one form of assessment (intermediate or final assessment). Assessment of student work involves a certain proportion:

A) Intermediate assessments (midterm exam and / or current semester assessment);

B) Assessment of the final exam / project.

3. The maximum grade for the training course is equal to 100 points.



4. The share of the final exam is determined within the academic freedom of the staff performing each course, but not more than 40% of the total grade.
5. The grading system allows:
  - A) Five positive grading:
    - Aa) (A) Frequent - 91-100 grading points;
    - Ab) (B) Very good - 81-90 points of maximum grading;
    - Ac) (C) Good - 71-80 points of maximum grading;
    - A.d) (D) Satisfactory - 61-70 points of maximum grading;
    - Ae) (E) Sufficient - 51-60 points for maximum grading.
  - B) Two types of negative grading:
    - Ba) (FX) Failed to pass - 41-50 points of maximum grade, which means that the student needs more work to pass and is given the right to take the additional exam once with independent work;
    - Bb) (F) Failed - 40 points or less of the maximum grade, which means that the work done by the student is not enough and he / she has to re-study the subject.
6. In the educational program component, in case of receiving Fx, the higher education institution is obliged to appoint an additional exam at least 5 days after the announcement of the final exam results. This obligation does not apply to the master's project.
7. The number of points obtained in the final assessment is not added to the assessment obtained by the student for the additional exam.
8. The grade obtained on the additional exam is the final assessment and is reflected in the final grade of the educational program component.
9. In case of receiving 0-50 points in the final evaluation of the educational component, taking into account the grade obtained on the additional exam, the student will be evaluated with F (0 points).
10. The master's project / thesis must be evaluated in the same or the next semester in which the student will complete the work on it. The master's project / thesis must be evaluated once (with a final grade). Relevant method / methods and criteria should be used to evaluate the result.
11. In case of receiving the assessment provided for in the scientific-research component of the master's educational program, in accordance with sub-paragraph "b.a" of paragraph 5 of this article, the master's



student is allowed to submit the revised scientific-research component during the next semester. And in case of receiving the assessment provided for in sub-paragraph “b.b” of paragraph 5 of this article, the master loses the right to submit the same scientific-research component.

12. Positive student assessment is determined by the minimum threshold set for the intermediate assessment and summing up the points obtained on the basis of overcoming the minimum threshold set in the final exam, which should be 51 points or more.

13. The University sets the following minimum competency thresholds for intermediate and final assessments:

A) 30% of the intermediate assessment and 50% of the final assessment in the faculties of Veterinary Medicine, Law, Humanities and Social Sciences and Business and Technology.

B) 50% of the intermediate assessment at the Faculty of Medicine, 50% + 1 of the final assessment.

13<sup>1</sup>. The staff implementing the training course, taking into account the specifics of the training course, is authorized to determine with a syllabus the threshold of minimum competence (higher) for intermediate and final assessments different from the one established by sub-paragraphs “a” and “b” of paragraph 13 of this Article.

14. The student is entitled to appeal against the assessment received in the component of the written assessment (test defined by the syllabus of the course, essay, presentation, written assignment, case study / quiz, etc<sup>5</sup>). Within 2 (two) working days after getting acquainted with the assessment, the student is entitled to apply to the lecturer conducting the training course to get acquainted with and review the written paper. If the student, after reviewing the paper, considers that the paper performed by him / her has been evaluated as biased, he / she is entitled to appeal to the Dean of the relevant faculty within two days after the review to appeal the evaluation. Based on the Dean's official card, the composition of the Appeals Commission is approved by a legal act of the Rector. A member of the Appeals Commission may be:

- A) a specialist academic staff in the field;
- B) Field specialist invited staff;
- C) the head of the relevant program;
- D) Dean of the relevant faculty;

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<sup>5</sup> The procedure for appealing the assessments received by the student in the midterm and final examinations shall be determined in accordance with the "Rules for the Administration of the Examination Process" approved by the legal act of the Rector of the European University Ltd.



E) a representative of the Quality Assurance Service.

The conclusion of the Appeals Commission is final and reflects on the management of the learning process in the electronic database, which in turn cancels the existing assessment

#### **Article 23. Transparency of the choice provided by the educational program**

1. The University provides transparency in the choice of educational programs. The educational program includes elective courses / modules, the student has the opportunity to choose the courses / modules provided by the university's educational program.
2. In order to make the selection transparent, the Dean of the respective Faculty, the Head of the Educational Program, is obliged to inform the students about the elective training courses provided by the Educational Program at the beginning of the semester. The student is able to get acquainted with the elective / compulsory courses provided by the educational program and make / register a choice during the registration period.
3. In order to make the selection transparent, the University provides the elective program provided by the e-learning management system, which allows students to choose elective courses / modules at the beginning of the academic semester.

#### **Article 24. Academic year, semester, week**

1. The academic year is a combination of semesters and the rest period between them, which does not exceed 12 consecutive calendar months. One academic year includes 40 weeks. Additional semesters / semesters may be required if required. The academic year / semester at the university is determined by the order of the Rector. Depending on the specifics of the higher education program and / or the student's individual curriculum, the student's annual study load may exceed 60 credits or be less than 60 credits. It is not allowed for a student's annual study load to exceed 75 (ECTS) credit.
2. A semester is a period of time that includes a set of study weeks, an additional exam / exam period, and an additional exam / exam period to assess student achievement.



3. A study week is a period of time in which the study load of a student with secondary academic achievement is distributed and includes a combination of both contact and independent time activities.
4. One credit (ECTS) is equivalent to 25 hours of student study activity (student workload) and includes both contact and independent hours. Taking into account the specifics of the medical MD program, one credit (ECTS) is equal to the student's study activity (student workload) for 30 hours and includes both contact and independent hours.
5. Contact Hour - The time for student for learning activities with the involvement of staff implementing the educational program component.
6. Independent hours - time of student learning activities without the involvement of staff implementing the educational program component.
7. The University is authorized, for educational purposes, to carry out the teaching-learning process with an incomplete workload within the framework of the Master's educational programs.
8. Incomplete study-study mode means that the student's study load is not more than 25 hours per week with a total volume of independent and contact hours per week.
9. One academic year includes an average of 30 (ECTS) credits in determining incomplete teaching-learning load.
10. Due to the peculiarities of teaching courses, it is possible to teach them in the format of the course and the course of the learning process is reflected in the syllabus of the relevant course.

#### **Article 25. Rules for conducting examinations**

Rules for conducting exams and the behavior on the exams is determined in accordance with the rules of administration of the examination process approved by the order of the Rector of European University.

#### **Article 26. Completion of the educational program and qualification for the graduate**



1. After obtaining the credits established by the program for the relevant level of study within the educational program, the student is given the qualification provided by the program by the decision of the relevant faculty council and is given a document confirming higher education - a diploma with the relevant appendix.
2. Ordinary and honorary diplomas have been developed at the University. In case of accumulation of at least 91 (ninety-one) points, the graduate will be issued a certificate of higher education - diploma of honors, and in other cases a certificate of higher education - ordinary.
3. In case of accumulation of not less than 90.5 points as a result of the calculation of the weighted average score with the credits of the grades obtained within the educational program, the result is rounded up by more.

#### Article 27. GPA on average with credits (GPA)

1. The GPA is calculated by calculating the average size weighed by the student for a certain period of time (semester, academic year) in the credits obtained for each course of study.
2. The grade point average (GPA) obtained by the student is calculated on the basis of the assessments obtained in each semester, as well as at the end of each academic year, in the relevant period.
3. Average weighted average score (GPA) is calculated using both 100-point and 4-point scores. To convert a 100-point grading system to a 4-point grade, 1 point equals 0.04 points (see, for example, a table for converting a 100-point grading system to a 4-point grade).

100-point grading transfer table to 4-point grading:

100-point grading system	4-point grading
100	4
99	3.96
98	3.92
97	3.88
96	3.84
95	3.8
94	3.76



93	3.72
92	3.68
91	3.64
90	3.60

4. Student GPA can be used to assess student academic achievement and academic achievement progress.

#### Article 28. Final Provisions

After the entry into force of this Rule, the legal acts of the University, which otherwise regulate the relations provided for in this Rule, shall be considered completely or partially invalid.

