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# Learning Process Regulatory Rule of the European University, LLC.

2020



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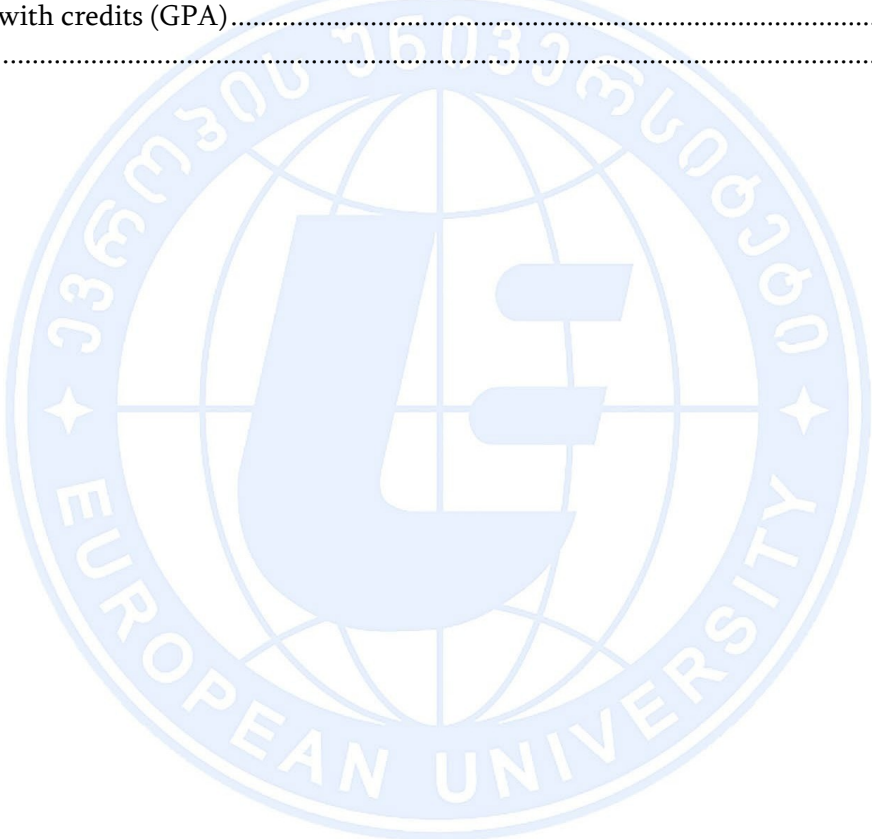
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## Article 1. General Provisions

1. Higher Education Institution - European University LLC. (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, based on the consent issued by the Ministry of Education and Science 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. An applicant has the right to study at a bachelor's educational program or a single-level educational program, who has a document confirming complete general education or equivalent and on the basis of the ranking of the coefficients of the points obtained at the unified national exams, he will be granted the right to study at the relevant educational program at the 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. Enrollment of the applicant in the university can be done only on the basis of a notarized copy of the document confirming the complete general education recognized by the law or original document and in case of submission of a document confirming being on military registration by a person subject to military registration in the manner established by law (in the case of sons).
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 and Science 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. An applicant who does not apply to the university within the time frame for registration has the right to apply to the university with a request for enrollment until June 1 of the following year after the issuance of the Rector's unified act. The rector of the university is obliged to satisfy the person's request and issue an individual administrative-legal act, so as to ensure the admission of the person to the educational process and the achievement of learning results in accordance with the law. The rector's legal act is sent to the Ministry of Education and Science of Georgia within 15 days of its publication. In this way, enrolling a person in a higher educational institution excludes the possibility of using the obtained state training grant.

9. After passing the registration of the entrant, the university is entitled to set an exam to determine the level of foreign language proficiency. The examination/testing is provided by the university's examination center, and the specialist/specialists of the relevant field provide the correction/evaluation of the examination papers.

10. Determining the level of a foreign language is carried out in accordance with the "Rule of determining language competence" of the university.

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

Enrollment on the 60-credit educational program of teacher training and the issue of administration of the educational process is regulated in accordance with the "Regulation of enrollment in the educational program of teacher training and administration of the educational process" approved by the legal act of 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 identified, who will gain the right to continue studying at the European University in the relevant master's educational program.
5. In order to pass the examination/examinations determined by the university, the registration of the candidates for master's degree is carried out in the European University according by the legal act of the rector and within the established period. The duration of the period of registration of candidates for master's degree cannot be less than 5 calendar days after the publication of the legal act of the rector on the official website of the rector.
6. The university publishes the Rector's legal act regarding the registration of candidates for master's degree and the results of the examination/examinations determined by him on its official website, protecting the confidentiality of the personal information of the candidate for master's degree.
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 will be reviewed by the complaint commission determined by the rector's order, which may not consist of persons who have participated in the evaluation of candidates for the master's degree.
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 a contract of educational service signed between the University and the Master's candidate.
4. The unified act of the rector of the European University is drawn up for the persons with whom the contract provided for in paragraph 3 of this article was signed. The unified act of the rector indicates the master's name, surname, personal number, the identification code of the common master's exam, the educational program on which the master's student obtained the right to continue his studies. The university displays information about enrolled persons in a special electronic program until October 5 of the year 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 and Science of Georgia, in the following cases provided for by the legislation of Georgia:

- 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 citizens of foreign countries (except for students participating in a joint higher education program and students participating in an exchange education program), who study/studied and received credits/qualifications in a foreign country in a higher education institution recognized in accordance with the legislation of this country. Enrollment of a student in a single-level medical education program of a European university is possible only if the citizen of a foreign country studies/has studied and received credits/qualifications in a medicine program in a foreign country.
- D) For citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program), who lived in a foreign country for at least 75 days during one of the semesters during their studies at a higher educational institution of a foreign country recognized in accordance with the legislation of this country in a higher educational institution. Enrollment of a student in the one-level educational program of a European University graduate physician is possible only if the citizen of Georgia studies/was studying and received credits/qualifications in a medicine program in a foreign country.

2. In order to determine the knowledge of the language of the educational program of the persons provided for in the first paragraph of this article, the university is obliged to conduct an exam in accordance with the "rule of determining language competence" of the university and ensure the availability of the video recording of the exam to the Ministry of Education and Science of Georgia.



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 the person's admission to the educational process and the achievement of study results in accordance with the law. The legal 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 and Science 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 and Science 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 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 entrants/master's degree candidates/students who have the right to study without passing the common master's exams within one year in such a way as to ensure the person's admission to the educational process and the achievement of study results in accordance with the law. The legal 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

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;

<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.



- 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 confirming the complete general or equivalent education received in a foreign country or the document confirming the credits received in a higher educational institution / mark sheet. Recognition of the received education - a document issued by the National Center for Educational Quality Enhancement.
  - D) Photo image 3X4 (electronically).
  - E) 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).
  - F) In the case of an authorized person, a notarized power of attorney.



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. In case of suspension of student status, cancellation of registration for a specific subject, termination of student status, the issue of returning the paid tuition fee is regulated on the basis of the agreement signed with the student.
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

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) The foreign student's failure to hold health and accident insurance;
  - G) Failure to receive a grade in at least one component of the study component assessment by a foreign student enrolled without passing the Unified National Exams/Common Master's Exams within 45 calendar days of passing the academic registration.
2. The suspension of the student status is considered to be the release of the university and the student from fulfilling their rights and obligations without terminating the student status.
  3. During the period of suspension of student status, the validity of the agreement signed between the student and the university regarding educational services is suspended;
  4. During the suspension of the student status, the University and the student are exempted from mutual rights and obligations, except for those rights and obligations that arose before the suspension of the status;
  5. A person with a suspended student status is not considered within the total number of students of the university.
  6. Regarding the suspension/termination of the status of a student of a foreign country, including in the case of suspension in accordance with subparagraph "g" of the first paragraph of this article, the university is obliged to provide information in writing within 10 calendar days after the order is issued to the public law legal entity operating in the sphere of governance of the Ministry of Justice of Georgia - the State Services Development Agency.



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 suspension of status due to non-fulfillment of financial obligations during the semester and suspension<sup>2</sup> of status due to non-holding of health and accident insurance by a foreign student) is allowed no later than 6 weeks after the start of studies.

#### 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 an active status, taking into account the features of the educational program and/or individual curriculum, is entitled to register within one academic year for the training courses provided by the program within 60 credits (it is permissible for the student's study load to exceed 60 credits or be less than 60 credits during one academic year). It is not allowed for a student's study load to exceed 75 (ECTS) credits in one academic year.

4<sup>1</sup>. Taking into account the duration, volume and structure determined by the relevant field characteristics within the educational program of a qualified medical practitioner, the student's study load during one academic year includes 60 (ECTS) credits. According to the student's individual study plan, the student's study load during one academic year can be determined by more than 60 credits, the total number of credits added above 60 within the duration determined by the field characteristics of the educational program of the graduated medical doctor should not exceed 15 credits in total.

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<sup>2</sup> Ex: If a student has been suspended for financial arrears in week 7, the reason for suspension has been eliminated in week 8, and in subsequent weeks (ex: 9, 10) he is eligible to reinstate student status.



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.

3<sup>1</sup>. Removed by Order No. 26549 of September 7, 2023.



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 enrolment 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 a receiving higher educational institution, shall reflect in the register the draft of the legal act of student enrollment and related information in accordance with the form prescribed by the individual administrative-legal act of the head of the education management information system, on the basis of which, the education management information system verifies the compliance of the student data specified in the draft order with the legal requirements, the data of the register of educational institutions and the electronic portal, and issues a conclusion on the possibility of mobility enrollment of the students specified in the draft. After receiving a positive conclusion of the education management information system on the draft of the order, the rector's order on student mobility enrollment is issued before October 1 or March 1 in the spring semester, and the order is reflected in the register of higher educational institutions within 2 working days of its issuance.
7. Based on the student's transfer to another educational institution and the register data, the rector issues an order to terminate the student status of a person enrolled in another institution, and an extract from the order is issued within 1 week of the student's application, as well as the educational document on the basis of which he was enrolled in this institution and other documents in the student's personal file. The order on the termination of student status and the electronic version of the related information, in accordance with the form established by the individual administrative-legal act of the head of the education management information system, will be



submitted to the education management information system by October 7 in the fall or March 7 in the spring semester.

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 carried out within one level of higher education. For the purposes of this clause, the integrated bachelor's and master's educational programs for the training of a qualified doctor/dentist/veterinarian/teacher 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.

4<sup>2</sup>. Removed by Order No. 26549 of September 7, 2023.

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 "Rule of Determining Language 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 results achieved by the person wishing to move in the framework of another educational program, a commission is created by order of the rector, which prepares a conclusion on the possibility of credit recognition. The commission may include: the program head/program co-head, a representative of the quality assurance service and a field specialist (academic or guest staff). If necessary, in addition to the composition of the commission determined by this clause, another member can 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 the optional free component (if there is one in the educational program), it is allowed to recognize the study course that is not included in the educational program of the university. Credits remaining without recognition after fully utilizing the optional free component are reflected in the diploma supplement.
5. If the educational program offered by the receiving university includes a second foreign language as a mandatory component, based on the student's application, it is possible to determine the level of language knowledge through an internal exam, on the basis of which the student will continue his studies at the appropriate level. Different credits are allowed to accumulate within the framework of free credits unless otherwise provided by the program.



6. If a person seeking mobility has submitted to the university an educational program that is not completed in accordance with ECTS/European Credit Transfer System/The relevant temporary commission of the university is authorized to request the person wishing to move to re-submit the ECTS/European Credit Transfer System/relevant educational program or to calculate the student's load of credits in accordance with the rules established by the law and to carry out the transfer in accordance with the following rules:

A) If the educational program is completed in astronomical hours, the total number of individual study courses of the university educational programs (except for the single-level educational program of the licensed physician) is multiplied by 3 and divided by the equivalent of one credit in hours, so by 25. For ex: if the course load in astronomical hours is 60 hours, it is multiplied by 3 and divided by 25:  $60 \times 3 / 25 = 7.2$ , rounding corresponds to 7 credits; And in the case of a single-level educational program of a qualified doctor, the total number of separate training courses is multiplied by 3 and divided by the equivalent of one credit in hours, that is, by 30. For example, if the workload in astronomical hours is 60 hours, it is multiplied by 3 and divided by 30:  $60 \times 3 / 30 = 6$ . Corresponds to 6 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 Education Quality Development Center with a written application, which must be accompanied by:
  - A) The report of the authorized higher educational institution, which establishes the compliance of the learning results achieved by the person enrolled in the licensed higher educational institution within the framework of the program not recognized by the state with the learning results provided by the components of the corresponding higher educational program implemented by the authorized higher educational institution (considering the number of places for people admitted to higher education programs);





- B) The relevant document/certificate from the licensed higher education institution or their notarized copy regarding the person's enrollment, expulsion or completion of studies in this institution and the list of subjects completed during the study period, indicating their credits and/or evaluations, on the basis of which the higher education offered by the higher education institution was carried out with the learning outcomes envisaged by the components of the educational program, Determining the relevance of learning results achieved by a person enrolled in a licensed higher educational institution within the framework of a program not recognized by the state.
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 is authorized to apply to the university, for the purposes of whose educational program the applicant wants to recognize higher education, to request additional information regarding the issue of recognition of the education of the interested person.
  5. Based on the student's application, the university provides an examination in components of the educational program, the purpose of which is to determine whether the person possesses the competence provided by the specific component of the relevant educational program. LEPL National Center for Educational Quality Enhancement is authorized to monitor the progress of the exam. Based on the conclusion received from the university, the LEPL National Center for Educational Quality makes enhancement decision.
  6. The procedure for conducting the examination of the applicant for recognition of education and the subject of the examination is approved by the order of the rector of the university.
  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. The center should also be informed in advance about conducting the exam.
  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 credits, on the basis of the official card of the dean of the relevant faculty, the composition of the temporary commission is approved by the legal act of the rector of the university, the composition of the commission must necessarily include: head of the program, representative of the quality assurance service and a specialist in the field (academic or visiting staff). If necessary, in addition to the composition of the commission specified in this paragraph, the composition of other personnel can be added to the commission.
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 credits, on the basis of the official card of the dean of the relevant faculty, the composition of the temporary commission is approved by the legal act of the rector of the university, the composition of the commission must necessarily include: head of the program, representative of the quality assurance service and a specialist in the field (academic or visiting staff). If necessary, in addition to the composition of the commission specified in this paragraph, the composition of other personnel can 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 In the case of a program that is 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 and Science 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. The university determines the following minimum competence threshold for intermediate and final evaluations of educational programs: 50% of the intermediate evaluation and 50% of the final evaluation + 1 point.

#### 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 credit using only one evaluation component (intermediate or final evaluation).

The assessment of the student's work in a certain ratio takes into account:

- 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.

3<sup>1</sup>. Each assessment component must be quantified out of the total assessment score (100 points) in the final assessment. This quantitative indicator can be expressed in percentages or 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:

A.a) (A) Frequent - 91-100 points;

A.b) (B) Very good - 81-90 points;

A.c) (C) Good - 71-80 points;

A.d) (D) Satisfactory - 61-70 points;

A.e) (E) Sufficient - 51-60 points;

B) Two types of negative grading:

B.a) (FX) Failed to pass - 41-50 points; which means that the student needs more work to pass and is given the right to take the additional exam once with independent work;

B.b) (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 case of acceptance of FX in the component of the educational program or in case of failure in receiving a positive assessment specified in paragraph 5 of this article, the higher educational institution is obliged to schedule an additional exam within at least 5 days after the announcement of the results of the final exam. 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 as a whole, as a whole - with a final evaluation, which includes the evaluations and defenses of the person determined by the higher educational institution. 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 defines the following minimum competence threshold for intermediate and final evaluations of educational programs: 50% of the intermediate evaluation and 50% of the final evaluation + 1 point.
- 13.1 The staff implementing the training course, taking into account the specifics of the training course, is authorized to determine the minimum competence limit of intermediate and final assessments different from (higher) than that established by paragraph 13 of this article, in accordance with the requirements established by the current legislation of Georgia.



13.2 The personnel implementing the training course, taking into account the goals, learning outcomes and specifics of the training course, is also authorized to determine the minimum competence level in the evaluation method/methods. If there is a minimum competency threshold in the assessment method/methods, credit will be granted by passing the minimum competency threshold in each assessment method, passing the minimum competency threshold in each assessment component (intermediate and final assessment) and obtaining at least 51 points as a result of summing the points obtained in the intermediate and final assessments in case.

13.3 In the case of integrated training courses, the staff implementing the training course is authorized to determine the minimum competence limit for each component of the same training course. In this case, it will be possible to grant credit in case of passing the minimum competence threshold established for each component, passing the minimum competence threshold in the evaluation components of the training course (intermediate and final assessment) and receiving at least 51 points as a result of summing up the points obtained in the intermediate and final assessments.

13.4 In the event that the sum of the points accumulated by the student both in the framework of the intermediate assessment (current assessment/midterm exam) and the score obtained in the final exam is not a whole number, the assessment will be rounded in the following manner: If the student received 54.5 or more points in the intermediate evaluation, the result is rounded up, and if the student was evaluated with 54.4 or less points in the intermediate evaluation, the result is rounded down.

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>3</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;
- E) a representative of the Legal office.

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<sup>3</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 LLC.



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.

15. Academic/visiting staff are obliged to provide students with regular feedback on learning outcomes/academic performance, as well as strengths and weaknesses, to improve results. Giving feedback is the so-called formative assessment, which is very important for the student.

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

1. The university ensures transparency of choices provided by educational programs. The educational program includes optional training courses/modules/concentrations, the student has the opportunity to choose the training courses/modules/concentrations provided by the educational program of the university.
2. In order to make the choice transparent, the dean's office of the relevant faculty, the head/co-head of the educational program are obliged to inform the students about the elective courses provided by the educational program at the beginning of the semester. The student can familiarize himself with the optional/compulsory courses provided by the educational program and make a choice/register during the registration period.
3. In order to make the choice transparent, the university provides optionality provided by the study program with an electronic system for managing the study process, through which students choose optional study courses at the beginning of the study semester.

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

1. An academic year is a combination of semesters and a break between them, not exceeding 12 continuous calendar months. One academic year includes 42 weeks (one semester includes 15 lecture weeks, 2 midterm exams, 2 final exams and 2 additional exam weeks). Additional semester/semesters may be defined if necessary. The academic year/semester at the university is determined based on the order of the rector.
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. A part-time teaching-learning load during one academic year may include 30 (ECTS) credits.
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 credit-weighted average (GPA) is calculated by calculating the corresponding credit-weighted average of the grades received by the student in each academic course during a certain period (semester, academic year).

2. A student's credit-weighted grade point average (GPA) is calculated at the end of each semester, as well as each academic year, based on the grades received in the corresponding period.

3. A credit-weighted grade point average (GPA) is calculated using both 100-point and 4-point assessments. 1 point is equal to 0.04 points to convert the 100-point evaluation system to a 4-point evaluation (see the table for converting 100-point evaluations to 4-point evaluations).

Table of conversion of 100-point evaluations to 4-point evaluations (for example, cases of conversion of evaluations from 90 to 100 points to 4-point evaluations are presented, the principle of conversion is the same for other evaluations):

100-point rating system	4 point rate
100	4.00
99	3.96
98	3.92
97	3.88
96	3.84
95	3.80
94	3.76
93	3.72



92	3.68
91	3.64
90	3.60

4. A student's GPA can be used to assess a student's academic performance and 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.

