



GUIDEBOOK FOR INTERNATIONAL STUDENTS

2019

The guide aims to inform the EEU students about the learning process, university life and the opportunities and challenges offered to the students by the East European University!

EEU wish you a successful student life!

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annex 1 - Definition of terms



Rector's Welcome

Welcome to East European University!

The best lecturers, the best public servants, the best entrepreneurs and the best leaders are those who are engaged in development and implementation of our study process and public activities.

East European University provides exiting educational opportunities for students from all backgrounds and locations. We offer many different major courses of study that prepare students for success in the real world.

East European University programs are based on west European leading University programs, considering their experience and demands of the modern labor market. In the learning process we use modern teaching methods and technologies that are performed by professionals. You will receive practical knowledge, which will lead you to your success and future employment.

EEU holds various national and international scientific conferences in different spheres and publishes different educational and scientific materials. EEU also carries out various academic and scientific activities conducted by a great number of the University professors.

Furthermore, EEU builds strong bridges between our students and alumni, who together form liable community of highly motivated individuals. Our alumni are engaged in a variety of careers, both academic and nonacademic and the experience they share support our graduate students as they conduct and complete their studies.

We strongly believe that EEU programs guarantee your future success and the years spent at EEU will be productive and remarkable for you.

If you are interested in preparing for future career and wish to obtain outstanding education in an excellent environment - you have found it! Welcome!

Sincerely,

Dr. David Chetkezhvili

Rector

About EEU

- History
- Mission
- Goal
- Priorities
- Programs
- Partner organizations and international universities
- Campus facilities



Ouz History

Founded in 2012, East European University (EEU) is one of the outstanding non-state universities in Georgia. EEU strives to ensure implementation international educational standards in teaching and research and to build notable educational center in the region. EEU offers excellent educational and research environment guaranteed by modern academic programs, highly qualified professors and best infrastructure. All the facilities important for studying and scientific activities are concentrated in the university.

The East European University (EEU) of Georgia is officially accredited ¹ and recognized by the Ministry of Education, Science, culture and sport of Georgia².

In a very short period of time the East European University (EEU) made an impressive progress in building credible educational centre which was trusted by more than 5000 entrants from 2018 Unified Entry Examinations.

EEU is prominent with highly qualified academic staff, worldwide famous Georgian and Overseas professors, motivated practitioners and young qualified specialists. Intensive partnership with many European Universities allows American, Austrian, British and French professors to be involved in the implementation of EEU educational programs.

EEU students have a wide range of opportunities to participate in exchange programs, winter and summer schools, conferences and internships. Furthermore, EEU has partnership with the state agencies, public and private organizations. Professional networking, employment possibilities and additional facilities for development gives EEU programs much more significance.

Ouz Mission

The mission³ of the East European University (EEU) is:

- Ensure integrity of teaching and research and implementation of international standards;
- Build remarkable educational environment for students and academic community oriented on the ideals of democracy and humanism, Georgian and world cultural values;
- Establish the process of learning oriented on the students career progression and the academic staff professional development, in compliance with the international labor market demands;

¹ <https://eqe.ge/eng/decisions>

² <http://mes.gov.ge/content.php?id=1855&lang=eng>

³ Statute of East European university, p.2

Our goal

The goal of the East European University (EEU) is to raise free and creative individuals who will change the reality for the better. Each program *aims* to give students:

- Deep and systematic knowledge of the field;
- The ability to use knowledge effectively in practice, and other necessary skills for successful carrier;
- Freedom of thinking.

Our Priorities

The priorities of the East European University (EEU) of Georgia are:

- Modern academic programs
- Experienced and highly qualified academic staff
- International exchange programs and double degree opportunities with European universities
- High quality programs regulated and accredited by the national center for educational quality enhancement and degree recognized worldwide
- Wide range opportunities of internships in our partner organizations and exchange programs
- Interesting students' life
- The best infrastructure
- Strong management having rich experience in the educational industry
- Possibility of development.

Educational Programs

Currently the East European University (EEU) runs 18 Undergraduate, postgraduate and PhD programs in faculties of Law, Business and Engineering, Humanities and Social Sciences as well as Healthcare Sciences.

Bachelor's Programs:

- Medical Doctor (MD, English medium)
- Pharmacy (English medium)
- Georgian-French bachelor's program in business administration (BBA, English medium)
- Business administration - management, finances, marketing
- Law
- International relations
- Architecture

- English Philology.

Master's Programs:

- Law
- Public Administration
- Business administration - Finance
- Educational research and administration
- Human Resources management
- Agribusiness management
- Architecture
- Teacher Preparation Educational Program

Doctoral programs:

- Business administration - management
- Law

▼ **Medical Doctor (MD)**

Academic Degree/Qualification: Medical Doctor (MD)

Programme Duration, Credits and Structure: Students should complete a minimum of 360 ECTS credits for the successful completion of the programme. Programme consists of 6 academic years/12 semester. Each semester includes 15 weeks devoted to lectures and 4 weeks – to evaluation and examinations.

Language of Instruction: English

Admission Requirements: Knowledge of English (B2 level), high school diploma.

Tuition and Fee for Overseas Students: 4500 USD (the fee covers tuition fee of one academic year and health insurance).

Undergraduate Medical Education is offered in collaboration with one of the best hospitals in Georgia – “MediClubGeorgia”. MediClubGeorgia, which holds international accreditation according to the JCI system. In the implementation of the MD program, EEU partners other hospitals are also involved. EEU partners are: O. Ghudushauri National Medical Center, Chachava Clinic, Tbilisi Central Hospital, Pineo Medical Ecosystem, Republican Hospital.

Students are offered to take additional Internships in MediClubGeorgia and upon successful completion they will get the Certificate. Internship fee in MediClubGeorgia is 1500 USD.

Program Aim

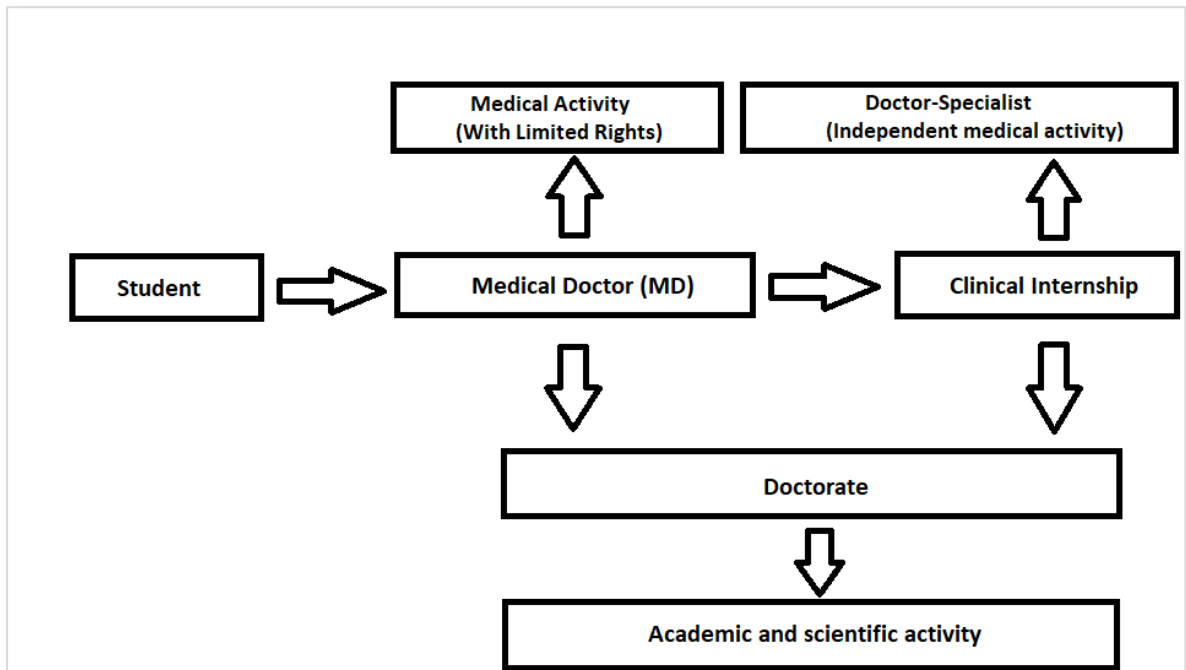
The program aims at providing graduates with the necessary competences, presuming knowledge of medico-biological sciences and clinical skills in compliance with the national and international standards. The program aims at training competitive and qualified graduates with relevant competences that will help them to further their professional development and continue their studies in residency, post-diploma education courses alternative to residency program, work as junior doctors or deal with the research and pedagogical activities in the fields of medico-biological sciences or in other areas of healthcare, which does not imply independent medical activity.

Therefore, the program shall:

- Correspond to the medical education of both national and international health care system requirements.
- Maintain contemporary medical education that corresponds with scientific knowledge and technological advancement.
- Maintain medical personnel preparation using new information and learning technologies.
- Provide the graduates with the education in basic, clinical, behavioural and social sciences necessary for practical activities in the field of medicine.
- Develop general clinical skills.
- Develop the necessary motivation for continuous medical education and professional development.
- Develop the skills of working in accordance with the professional standards, the principles of humanism, the norms stipulated by the legislation.
- Develop the sense of respect of patients, taking into consideration their interests despite their social, cultural, religious and ethnical background; work in accordance with the professional ethics.
- Develop the skills for obtaining medical information and critical evaluation, for solving clinical challenges and improving practical activities.
- Develop the skills to evaluate the health condition of each member of the community and improve public health with integration of clinical, biomedical and behavioural sciences.

For detailed information about the program and studying curriculum, please visit the link:
<http://eeu.edu.ge/wp-content/uploads/2017/03/MD-Program-ENG-2.pdf>

Medical Education Structure



▼ Pharmacy

Bachelor's program in Pharmacy aims to prepare competitive and highly qualified specialists, who will be able to provide qualified pharmaceutical assistance, to perform pharmaceutical analyses, to lead structural units in pharmaceutical institutions and to continue their studies at the higher level of education.

Programme Aim:

- Prepare bachelors in pharmacy with appropriate competences in liberal values, with ability to upgrade professionally and continue their studies to the next stage of learning and with the ability to be focused on practical activities. They will be able to provide qualified pharmaceutical assistance, to perform pharmaceutical analyses, to lead structural units in pharmaceutical institutions and to continue their studies at the higher level of education.
- Prepare competitive and highly qualified specialists, who have raised awareness in public health care politics and whose main skills and knowledge are based on thorough knowledge of pharmaceutical disciplines and harmonizing practical work;

- Equip students with knowledge appropriate for international medical-pharmaceutical standards and provide them with essential skills;
- Provide students with deep and thorough knowledge of fundamental and profiled subjects and help them acquire the practical skills how to implement their theoretical knowledge;

Academic Degree/Qualification: Bachelor of Pharmacy (BPh)

Programme Duration, Credits and Structure: Students should complete a minimum of 240 ECTS credits for the successful completion of the programme. Programme consists of 4 academic years and each semester includes 19 weeks. 15 weeks are devoted to lectures and 4 weeks – to evaluation and examinations.

- Basic courses – 95 ECTS
- Branches – 92 ECTS
- Clinical courses – 19 ECTS
- Practice – 22 ECTS
- Free Credit Courses – 12 ECTS

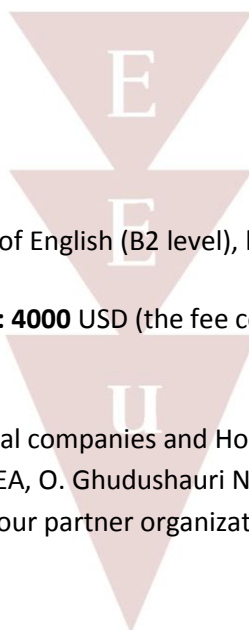
Language of Instruction: English

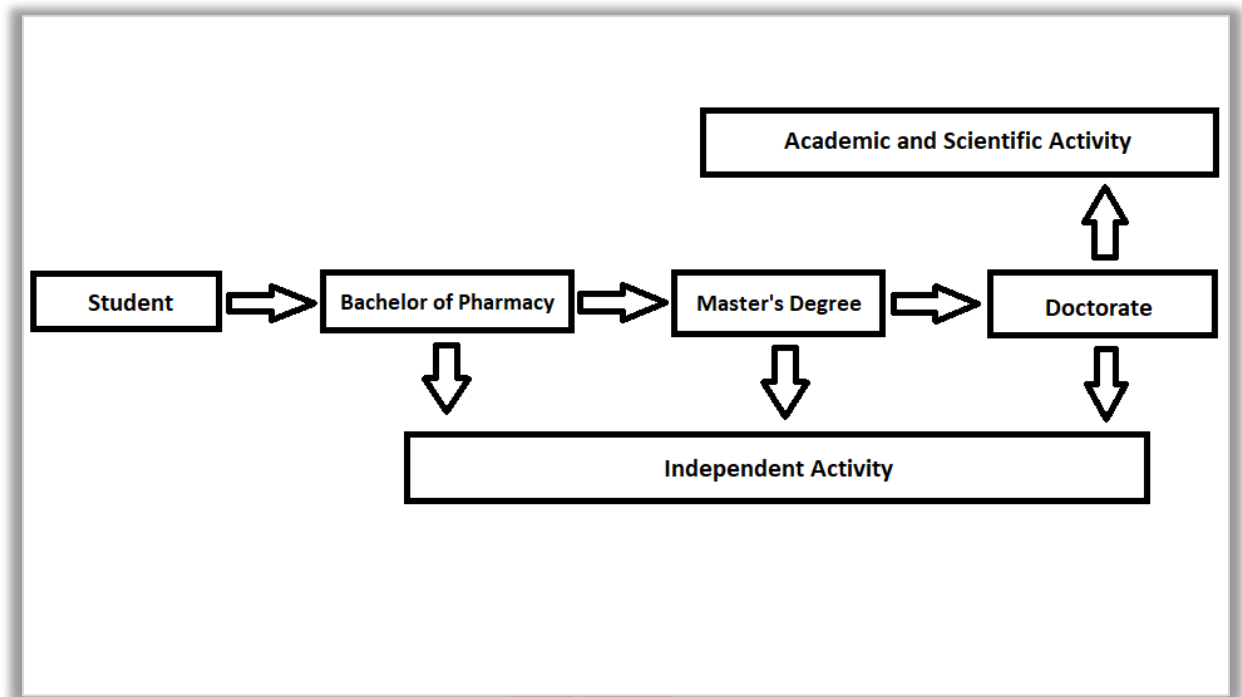
Admission Requirements: Knowledge of English (B2 level), high school diploma.

Tuition and Fee for Overseas Students: 4000 USD (the fee covers tuition of one academic year and Health Insurance).

EEU partners are famous Pharmaceutical companies and Hospitals in Georgia: LTD Neopharm, LTD PSP Pharmacy, LTD PSP Pharma, LTD GEA, O. Ghudushauri National Medical Center. Students will be offered clinical courses and practice in our partner organizations.

Pharmaceutical Education Structure





▼ Georgian-French Bachelor's program in Business Administration (BBA)

The Georgian-French Bachelor's program in Business Administration (BBA) is offered jointly by East European University (Tbilisi, Georgia) and „Uniman“ – Academy of Management and Performance (Grenoble, France). After completion of educational program the bachelor will be awarded two diplomas – French and Georgian.

Programme Aim:

- To prepare internationally competitive specialists, who will be able to administer on national and international level, using international professional standards. Graduates will be able to create employment possibilities in private, governmental and non-government sectors;
- To equip graduates with necessary subject oriented theoretical knowledge, as well as to enhance practical skills and maintain generic competences.

Academic Degree/Qualification: Bachelor of Business Administration (BBA)

Programme Duration, Credits and Structure: Students should complete a minimum of 240 ECTS credits for the successful completion of the programme. Programme consists of 4 academic years

and each semester includes 19 weeks. 15 weeks are devoted to lectures and other 4 weeks – to evaluation and examination.

Language of Instruction: English

Admission Requirements: Knowledge of English (B2 level), high school diploma.

Tuition and Fee for Overseas Students: 4000 USD (the fee covers tuition of one academic year and Health Insurance).

Partner organizations and international universities

International Partner organizations:

- Medical Council of India (MCI)⁴
- World Health Organization (WHO)
- The Association for Medical Education in Europe (AMEE)
- World directory of medical school
- The Association of Medical Schools in Europe (AMSE)
- University collaboration network at the black sea
- European Public Law Organization – EPLO
- World education services – WES
- University Rankings
- Training Select Creating a Global Learning Community (TS, Great Britain)
- World University Service (WUSC)



MEDICAL COUNCIL OF INDIA



World Health Organization



THE ASSOCIATION OF MEDICAL SCHOOLS IN EUROPE

Partner clinics:

⁴ <https://www.mciindia.org/CMS/information-desk/for-students-to-study-in-abroad>



International Partner universities:



UCL – University College London



University of LODZ

University of Lodz (POLAND)



University of Education (AUSTRIA, LINZ)



Turiba University



Riga Technical University



LATVIJAS UNIVERSITĀTES RĪGAS MEDICĪNAS KOLEŽIJA

Riga Medical College of the University of Latvia



Yerevan state medical university After Mkhitar Herasi



University of Finance and Administration (PRAGUE)



Uniman Academy of Management and Performance (GRENOBLE, FRANCE)



Hochschule Fresenius (GERMANY)



Horizon College of Business and Technology (Colombo, Sri Lanka)



Sharda University (India)

Campus facilities

EEU is located in Tbilisi (Georgia) and the studying process is implemented in two campuses:

Campus 1. Shatili str. №4;

Campus 2: Davit Aghmashenebeli Alley, 12th km.

Campuses include learning rooms, consultation and meeting rooms, conference halls (large and small), computer classes, rooms for clinical skills and laboratories, library, as well as gym and cafeteria.

The central heating system is functioning in the campus and individual rooms are equipped with air-conditioning system; Auditories are technically equipped with presentation equipment; and there is free access to wireless internet (Wi-Fi) in the campus.

Safety norms are protected in the training building. The library, computer classes are equipped with special equipment (alarm) and the state security police provide security. There is internal security service, the building is equipped with surveillance cameras, evacuation plans, and fire-fighting equipment.

Information about safety norms is available at the university website:

<https://bit.ly/2QLbck6>

- **Special Equipment** - The campuses are fully accessible to people with a disability.
- **Opening Hours** – 09:00-22:00



- **Where to eat?**

EEU-CAFE

EEU- has a cafeteria, where you can enjoy yourself with delicious and healthy dishes.

Location: Shatili str. # 4, 1st floor

Work schedule: Monday - Saturday, from 10:00 A.M.to 07:00 P.M.

Library

The EEU Library provides students with the modern book fund provided by the training program as an electronic type as well as digital resources. The library currently includes over 5,000 books and more than 2000 digital material.

The library is the place, where the student can:

- Take or reserve the desired books in advance;
- Get the full bibliographic information and advice from the librarian;
- Use the bases of international electronic data, the university has access on;
- Enjoy the reading hall, group work spaces and computer resource center.
- Make copies from the material existed in the library;

Library book fund is registered in the electronic catalog: <http://eeu.edu.ge/lib/opac/>.

Library work schedule:

The EEU library works everyday except Sunday: Monday - Friday from 10: 00 am to 08:30 P.M; Saturday - 10:00 A.M-06:00 P.M

Useful links:

International Databases: <https://goo.gl/DjjhyL>

Instruction of using library: <http://eeu.edu.ge/wp-content/uploads/2017/02/bibliotekitsaregblobisinstruqcia.pdf>

Electronic Catalog: <http://eeu.edu.ge/lib/opac/>



Contact information:

Librarian: Tamar Tavartkiladze

T.tavartqiladze@eeu.edu.ge, (032) 2 48 01 41





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Chapter 2

U

Preparing to come Georgia

- Visa Information
- Accommodation
- About Georgia
- Weather and Clothing
- How to get to your campus?



VISA INFORMATION

International students who are going to study in Georgia should apply for an immigration visa (*D3 category* – for persons arriving in Georgia to study or conduct research in or at the premises of authorized educational institutions in Georgia; persons arriving in Georgia to study under international programmes).

Visa Application for immigration visa may be submitted to the Embassy of Georgia or Consular offices in the appropriate country. An immigration visa shall be issued with the right of multiple entries and with 90 calendar days. The Ministry of Foreign Affairs of Georgia, diplomatic missions and consular offices of Georgia abroad shall make the decision to issue a D immigration visa within 30 calendar days after an appropriate visa application is submitted.

List of documents that should be submitted to Georgian Diplomatic Missions and Consular Offices to obtain Immigration Visa:

1. Fully completed visa application form
2. Travel Document / Passport
3. Receipt of payment of consular fee
4. Personal photo according to ICAO standards
5. Document proving purpose of travel
6. Document proving sufficient financial means (except for D5)
7. Proof of accommodation (except for D5)
8. Travel and Health insurance (except for D5)
9. If a fine has been imposed on an alien for illegal stay on the territory of Georgia a receipt of confirming the payment of a fine must be presented
10. To issue visas for minors (a person under the age 18) and/or persons with mental disorders, the visa issuing authority must be provided with the consent of their legal representatives. Such consent must be expressed in written form

11. If a person with representative powers submits papers, the document evidencing such representative powers must be presented to the visa issuing authority.

For detailed information please find: <https://www.geoconsul.gov.ge/en/visaInformation>

NOTE: After submitting all required documents for admission, University International relations Office will provide you with all the necessary documents for visa application (Acceptance letter, Invitation letter).

ACCOMMODATION

East European University offers International Students accommodation near to the University Campus. Accommodation fee is approximately 80-100 USD per month in shared flats.

Living costs in Georgia is around 2000 -3000 USD per year (includes ground transportation, food, bills, etc).

ABOUT GEORGIA

Georgia is a country in the Caucasus region of Eurasia, Located at the crossroads of Eastern Europe and Western Asia. The capital and largest city is Tbilisi. Georgia's total territory covers 69,700 square kilometers. Population in Georgia is almost 5 million. Official language is Georgian. The native name of Georgia is "Sakartvelo".

Georgia is a country with a rich culture, history and tourist attractions, including UNESCO Heritage Sites. The first human civilization outside of Africa has been discovered in Georgia (the remains of that settlement are 1, 75 million years old). Georgian alphabet is Unique – one of 14 independent alphabets in the world. Georgia is known as a Cradle of Wine. The country is famous with delicious cuisine and Georgian hospitality. All this makes Georgia an extremely interesting destination for foreign students.

Country is unitary semi-presidential republic. Georgian currency is Georgian Lari (GEL).

Single emergency number in Georgia – 112

See more at: <http://georgia.travel/>



Weather and Clothing

The climate of Georgia is extremely diverse, considering the nation's small size. An average temperature in summer ranges from 32 °C to 35 °C, and in winter – from 1.5 °C to 3 °C.

Fall or Autumn

(September – November)

the temperature range is historically from -9 ° to +20 ° celsius (C). September is almost as warm as the summer but October through to December can often require winter clothing. Buy high-quality winter coats with hoods, long pants, sweaters and waterproof boots or shoes for you (and your family, if applicable).

Winter

(December-February)

the temperature range is historically 1.5 ° to +3 ° C. Snow falls and stays on the ground most of the time. January and February are the coldest months of the year and can be bitterly cold. Get thermal underwear tops and bottoms and wool socks for you (and your family, if applicable). Windproof hats, thick mittens, scarves and warm, waterproof boots are essential.

Spring

(March-May)

the temperature range is historically - 6 ° to +21 ° C and there is a lot of rain during this period. In March and April, you will need to wear sweaters and windproof and rainproof jackets and rainproof shoes. In May and June it gets warm enough to go outside without a coat on.

Summer

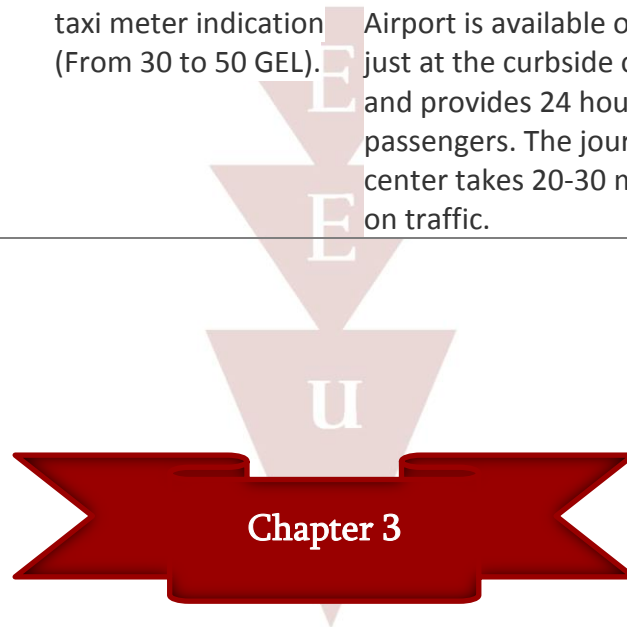
(June-August)

the temperature range is historically 32 ° to 35 ° C. Summer is sometimes very hot and humid while at other times it is wet and windy. You should have shorts and T-shirts but also sweaters and long pants.

How to get to your campus/ accommodation?

If you land in Tbilisi but need to join to your accommodation, you can either choose our airport pick up service (option A), the public transport (option B), a taxi (Option C)

Option	Fare	Remarks
A - Airport Pickup	Without amount	University offers transportation service on arrival from the Tbilisi International Airport to the student's accommodation
B - public transport	One way fee is 0.50 GEL	Public bus stop is located in front of the Arrival hall and provides passenger transportation on route # 37 - Airport-Tbilisi city center - Airport. Working hours – 24/7
C - taxi	Taxi fee depends on taxi meter indication (From 30 to 50 GEL).	Taxi service at Tbilisi International Airport is available outside the terminal, just at the curbside of the Arrival Hall and provides 24 hour service to the passengers. The journey time to the city center takes 20-30 minutes dependent on traffic.



Registration procedures and Residence permit

- Orientation Days

- Registration procedures
- Residence card



Orientation Days

The International Office organizes the orientation days before the start of programmes. During orientation days, the International Office provides information and helps to deal with day-to-day life issues while studying in Georgia.

Registration procedures After Arriving at Tbilisi

<i>Step 1</i>	<i>registration</i>
<i>Location, Contact</i>	Shatili str. 4, ROOM 19, k.aptarashvili@eeu.edu.ge
<i>Purpose</i>	Sign the contract
<i>What to Bring</i>	Your Letter of Admission, Passport, 3x4 cm photo.

<i>When</i>	The first business day after arrival at TBILISI
<i>Step 2</i>	Your Faculty Office for Advice on Academic Matters and Information on Faculty-specific Programs and Opportunities
<i>Contact</i>	Room 39, v.tebidze@eeu.edu.ge ; e.zurabihvili@eeu.edu.ge
<i>When</i>	As soon as possible
<i>consultation</i>	About regulations, timetable, el-base etc.
<i>Step 3</i>	<p>Residence permit:</p> <p>To obtain Residence Permit in Georgia or prolong its validity term, a foreigner staying in Georgia applies to any territorial office of Public Service Hall or Public Service Development Agency.</p> <p>A foreigner staying in other country may present an application for prolongation of validity term of Residence Card of Georgia in the electronic form – through filling in an application uploaded at the web-site of the agency.</p> <p>Attention, please! A foreigner must apply for Residence Permit to the agency 40 calendar days prior to expiration of the term for his/her legal stay on the territory of Georgia.</p> <p>For more details: http://psh.gov.ge/main/page/1/72</p>



Chapter 4

Academic information

- Academic calendar
- Tuition fees
- Academic and administration registration
- Student's status

- How to use student electronic base?
- How to get notice?
- Assasymment system
- Examinations



Academic Calendar



Terms for study process for each academic year (Information on each semester registration, lecture and examination period, vacation) is published on the university web-site: <http://eeu.edu.ge/en/learning-in-eeu/academic-calendar/>

The academic year is divided into two semesters: autumn and spring

- *The duration of each semester is 19 weeks, which includes auditory courses, intermediate and final exams;*
- *Intermediate exams are held in the 8th and 9th weeks;*
- *Exam Sessions will start after the completion of Auditory Studies and continue for 3 weeks the Main Exams, Additional Exams - for 2 Weeks;*
- *In accordance with the program specifics and individual curriculum of the student, the deadline for winter and summer semesters may be determined by the rector's order;*

Tuition Fee and Semester Registration

- English Medium Program of Pharmacy – 3500 USD
- English Medium Program of Medicine (MD) – 4500 USD
- English Medium Georgian-French program in Business Administration (BBA) – 4000 USD

Note: Tuition fee listed above covers tuition of one academic year and Health Insurance

The tuition fee of the first academic year must be paid in two installments. First payment (half of the tuition fee) must be done within 5 calendar days after the registration, the remaining sum – within 5 calendar days after the completion of the visa procedure. In the following years the tuition fees must be paid before 01stSeptember of each academic year.

The applicant/student will get payback of the paid tuition fee less Bank transfer fee and other bank fees in case his/her enrollment will be rejected by the Ministry of Education, Science, Culture and Sport of Georgia or he/she will be refused Georgian visa and there will not be any gaps in the documents submitted by the student.

The paid tuition fee will be refunded after completing the student's withdrawal process from the University. To start the withdrawal process the student should submit the letter of refusal issued by the MESCS of Georgia or the Georgian Embassy and his/her notarized statement requesting the termination of student's status. Otherwise, applicant has no right to request payback of the paid tuition fee.

Administrative registration

The administrative registration implies the payment of the tuition fees by the student;

- The tuition fee can be paid by each student in "TBC Bank" on the following banking details:



BENEFICIARY'S BANK: JSC TBC BANK, TBILISI, GEORGIA
NAME OF BENEFICIARY: LTD EAST EUROPEAN UNIVERSITY
ACCOUNT NO: GE39TB7999936020100002
SWIFT: TBCBGE22
BEN'S IBAN: GE39TB7999936020100002

The grading system of tuition fee payment:

The student, who fails to pay the semester fee in the established timeframes, may be able to cover the tuition fee step by step based on the agreement with the university;

In case of gradual payment, the student should write a statement at the chancellery within the timeframe for administrative registration on the name of the Rector, go through consultation with the management process manager and sign the agreement;

Academic Registration

- To obtain the right to participate in the study process, the student must undertake academic registration after the administrative registration within the established timeframe;
- Academic registration implies registration on training courses (subjects) offered in the current semester by the Student or Faculty Learning Process Manager in the learning base;



Learning Process Management Manager,
Room 19,
Tel: 032 2 48 01 41

Student's Status

Suspension of student status

- Suspension of student status implies temporary release of the university and student to fulfill their rights and duties with the term of status suspension.
- The status of educational services agreement between the university and student is suspended during status suspension.

The basis for suspension of student status:

- The student's personal statement, in case of which the student should write an application no later than **four weeks** after the start of the study process;
- Failure to pass the registration within the deadline set;
- Failure to pass the academic registration within the established term;

- The student's health condition which makes it impossible to participate in the learning process and is documented as proof;
 - To initiate a criminal case against a student, before convicting him/her guilty;
 - Study in a higher education institution in a foreign country (except for studying in partner higher education institution with exchange program);
 - Other cases envisaged by the applicable legislation and internal legal acts of the University.
- In case of suspension of the student status, the student will not be returned the tuition fees and he/she will use it in the semester, he/she restores student status, except for the severe deterioration of the health of the student, who will not be able to receive the services provided by the university.
 - After the expiry of 4 (four) weeks after the commencement of the study, in case of termination of student status under any bases, the tuition fees shall not be subject to the return or use in the subsequent semester.

Restoration of student status

- A student is entitled to restore student status by personal statement (Except for suspension of status in case of failure to pass administrative registration, In that case, a student who does not pass administrative registration, in case of covering the financial debt, the university will restore the status of the student without his/her personal application).
- Student status can be restored within 4 weeks after the start of the semester;

Termination of student status

The grounds for termination of student status:

- Failure to restore the status within 5 years after suspension of student status, except for the case envisaged by the legislation;
- Presentation of falsified document or incorrect information to the institution that has influenced the decision on enrollment;
- Entering into lawful verdict of a criminal case against a student, which excludes the possibility of achieving the learning outcomes envisaged by the program;
- The gross violation established by the Code of Ethics, which is confirmed by the decision of the disciplinary commission established by the same Code;
- Moving to another educational institution by mobility;
- Completion of educational program.
- Expiration of the term of studying duration without the completion of the program - academic lag;
- Death or declaration of death by the rule established by law;
- Personal Statement.

The student's status suspended person shall not be refunded the tuition fee.

Within twelve months after the issuance of the decree on termination of status, student status shall be deemed suspended and he/she shall be entitled to participate in mobility process (except for the completion of educational program and / or mobility in the other higher education institution);

In case of termination of the student's status, the restoration of it shall be permissible under the rule established by the legislation.



**Learning Process Management Manager,
Room 19,
Tel: 032 2 48 01 41**

Student's electronic learning base

E-learning base is designed to effectively plan the learning process and to promote students' awareness.

Electronic learning base combines the following services:

- a) Study Process (Selecting the desired course, evaluation, Training Table, Syllabus, Types of printing - transcripts and so on);
- b) Examination Service (Information on examination tables, Appeals);
- c) Financial Services (grants, transactions);
- d) Library service (uploading to electronic material in database)
- e) Polls (fill in questionnaires);
- f) Communications service electronically (receiving and sending personal messages);
- g) Manage personal profile (contact information, etc.)

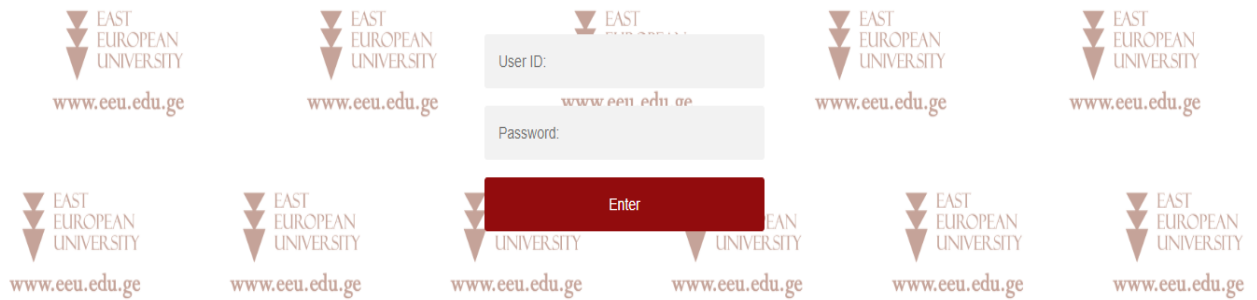
➤ **How to use student electronic base?**

Step 1: Go to the following e-mail address:

<http://217.147.236.152/eeu/StudentsENG/StudentMain.aspx>

Step 2: Authorization:

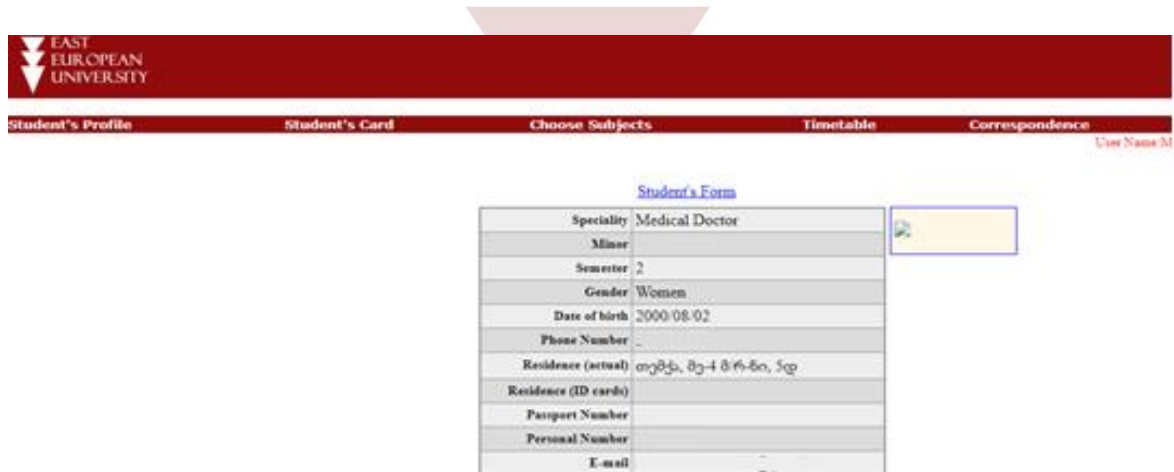
- a) Enter your ID in the first field, you were given at the consultation meeting by the administration;
- b) Enter your password in the third field, you were given at the consultation meeting by the administration;
- c) Select button „ enter "



Step 3: You can fill / update your personal information in the electronic training database by clicking the button "Edit View".

It is important to fill the contact information correctly by the student because the university sends notifications based on this information.

Note: Personal information given on the student's visit page: Name, Surname, Personal Number, Birth date fields are filled and they can not be changed.



Step 5: Learning material and syllabus

To view the course learning material or syllabus on the homepage (on the main panel), select the button "Individual Table" and then select the button "View";

Exam Schedule

Term Registration



The total number of selected credits should not exceed: 30

The total number of credits of selected courses: 24

Selected Courses

Course Name	Lecturer	Working Group	Practical	Laboratory	Number of credits	Number of lecturers	Syllabus / Study Material	The number of students	Exam Date / Time	
1 Human Physiology 1	Parkosadze Khatuna-Flow(1)				6	2	View	34		Write a statement
2 Biophysics and Medical Physics	Tvauri Genadi-Flow(1)	Tvauri Genadi-Group(2)			4	1	View	80		Write a statement
3 Clinical Skills	Tavarkiladze Tea-Flow(2)				2	6	View	0		Write a statement
4 History of Medicine	Vashakmadze Khatuna-Flow(1)	Vashakmadze Khatuna-Group(2)			2	1	View	83		Write a statement
5 Medical Biochemistry 2	Varazi Tamar-Flow(1)	Varazi Tamar-Group(2)			5	2	View	56		Write a statement
6 Foreign Language	Babukhadia Merab-Flow(0)				5	3	View	45		Write a statement
7 Histology	Chelidze Pavle-Flow(1)				6	2	View	16		Write a statement

Step 6: Learning tables

To see the learning table (lecture-seminars day / start - completion time / auditory) on the main page (the main panel), select the button "Tables"



Discipline	Lecture		Seminar		Practical	Laboratory
	Week Day:	Auditory:	Week Day:	Auditory:	Week Day:	Week Day:
Clinical Skills	Start Time:	End Time:	Start Time:	End Time:	Start Time:	End Time:
Medical Biochemistry 2	Week Day: Tuesday Auditory: Building---, Floor:1, Auditory:09 Start Time: 12:00 End Time: 13:00		Week Day: Tuesday Auditory: Building---, Floor:1, Auditory:09 Start Time: 13:00 End Time: 16:00		Week Day: Auditory: Start Time: End Time:	Week Day: Auditory: Start Time: End Time:
Biophysics and Medical Physics	Week Day: Thursday Auditory: Building---, Floor:1, Auditory:09 Start Time: 12:00 End Time: 13:00		Week Day: Thursday Auditory: Building---, Floor:1, Auditory:09 Start Time: 13:00 End Time: 15:00		Week Day: Auditory: Start Time: End Time:	Week Day: Auditory: Start Time: End Time:
Histology	Week Day: Friday Auditory: Building---, Floor:2, Auditory:38 Start Time: 10:00 End Time: 14:00		Week Day: Auditory: Start Time: End Time:		Week Day: Auditory: Start Time: End Time:	Week Day: Auditory: Start Time: End Time:
Human Physiology 1	Week Day: Friday Auditory: Building---, Floor:1, Auditory:03 Start Time: 16:00 End Time: 20:00		Week Day: Auditory: Start Time: End Time:		Week Day: Auditory: Start Time: End Time:	Week Day: Auditory: Start Time: End Time:



In case of any technical problem or additional questions with the training base, please contact **Learning Process Management Manager:**

Room 19, Tel: 032 2 48 01 41

How to get notice?

The student can take a reference from the university:

- ✓ On status of the student;
 - ✓ On academic, passed Study Courses, received assessment and earned Credits;
 - ✓ On granting qualifications;
 - ✓ Invoice;
 - ✓ Examination schedule;
- The student should write a statement regarding the preparation of the corresponding reference in the chancellery and indicate the place of submission.
- During two working days from the request, the student may apply to the Chancellery to receive a notice



Learning Process Management Manager
Room 19, Tel: **032 2 48 01 41**

Assessment System

The assessment of student achievements is carried out based on the intermediate assessments (intermediate exam / exams, project, presentation, quiz, abstracts, etc.) and summarizing the final examination assessment.

The number of points for the intermediate and final exams is determined by the syllabus of the relevant course / subject. It is not allowed to evaluate by more than 40 points and less than 30 points.

Evaluation System

Five types of positive assessment

- (A) **Excellent** – maximum rate 91-100 points;
- (B) **Very good** – maximum rate 81-90 points;
- (C) **Good** - maximum rate 71-80 points;
- (D) **Satisfactory** - maximum rate 61-70 points;
- (E) **Enough** - maximum rate 51-60 points;

Two types of negative assessment:

- (FX) **Failed to pass** - maximum rate 41-50 points; which means, that student needs more time to take exam and is given the right to take exam repeatedly after independent work;
- (F) **Failed** - maximum rate 40 and less points, which means, that student's works is not enough and he/she needs repeated study of the subject.

Precondition for admission to the final exam

- No less than 26 points, in the case of 70 points in the current interim evaluation
- No less than 21 points, in the case of 60 points in the current interim evaluation ;

Positive assessment on the final exam

- In case of maximum 30 points - no less than 15 points,
- In case of maximum 40 points - no less than 20 points;

The mandatory form of final exam is a written test. By taking into consideration the course / object specificity, it may also include an oral test component, In this case, the exam will be considered to be passed, if the student receives no less than 50% of the scores defined by this component (writing / oral), unless otherwise provided by the syllabus of the educational program / subject.

The student can view evaluations in personal electronic database "Learning Card"

Student learning transcript

	Subject	Lecturer		I	II	III	IV	V	Exam written/oral	Additional exam written/oral	Total score	Number of credits	Semester	Season	Academic year
1	Academic writing	Chhagelishvili Marine	✓	18	13	15			37		83	4	1	Fall	2018-19
2	Cell Biology and Fundamentals of Embryology	Kulikova Nina	✓	3	12.5	20			24		60	6	1	Fall	2018-19
3	Human Anatomy 1	Zurabishvili Elene	✓	8.5	27	17			33		86	6	1	Fall	2018-19
4	Medical Genetics	Fifia Ia	✓	10	12	27			33		82	5	1	Fall	2018-19
5	Health Care Management	Lazarashvili Kakhaber	✓	14	15				22		51	4	1	Fall	2018-19
6	Latin Language and Medical Terminology	Mtvarelidze Tatia	✓	20	19	16			40		95	2	1	Fall	2018-19
7	Medical Chemistry	Goletiani Ana	✓	22.5	6.1	17.4			35		81	4	1	Fall	2018-19
8	Human Anatomy 2	Zurabishvili Elene	✓	13	8	5	3	15	30		74	6	1	Fall	2018-19
9	Medical Biochemistry 1	Varazi Tamar	✓	13	16	2	2	2	16		51	5	1	Fall	2018-19
10	Histology	Chelidze Pavle	✗								0	6	1	Spring	2018-19
11	Clinical Skills	Tavartkiladze Tea	✗								0	2	2	Spring	2018-19
12	Human Physiology 1	Parkosadze Khatuna	✗								0	6	2	Spring	2018-19



In case of additional questions regarding the assessment process, please contact the relevant faculty:

Faculty of Healthcare, Room 39, Tel.: **032 2 48 01 41**

Earning credits/load of student

- One credit in the university includes student training activities (student load) within 25 astronomical hours;
- Load of student for one academic year includes an average of 60 credits.
- Taking into consideration the peculiarity of the higher education program / student's individual curriculum, it is permissible that the student's annual load to be less than 60 credits or more, but not more than 75 credits.
- Students who fail to obtain relevant academic degree within the timeframe defined by an educational program, have the right to complete the Bachelor's and one cycle educational Program in the next eight semesters.
- The student should write the application at the Chancellery with the request to register in the additional semester within four weeks after the start of the studying process.

Student is obliged to pay for additional educational service (extra ECTS credits) in case of registration of extra ECTS credits. Extra educational service fee will be defined in proportion to annual tuition fee and the amount of the ECTS credits of the subject selected by the student and/or by the rate of current year determined by the University legal act.

Granting qualifications and diploma



- After accumulating the number of credits and development of the competence of the appropriate level by the student, the student is given the qualification provided by the educational program;
- Student's qualifications shall be confirmed by the appropriate level diploma;
- Diploma Supplement is issued together with Diploma within three months from the date of awarding the qualification, if it is confirmed that the student has no financial and other liabilities toward the University;



In order to get a diploma and diploma supplement, the graduate must apply to the Learning Processor Manager (room19), tel: 032 2 48 01 41

Examinations

EEU საბამოცდო ცენტრი
Exam Center

EAST EUROPEAN UNIVERSITY

Intermediate and final examinations at the university are conducted by a centralized system; In the course of the examination, the detailed instruction on the rules of student behavior is available at the university website in the legal certificate (<http://eeu.edu.ge/wp-content/uploads/2017/12/sagamocdo-centris-debuleba.pdf>) and in examination booklet.

Restoration of the exam:



In case of absence of an interim examination, only the student who was unable to appear the exam under the honorable reason and presented the document confirming it.

The student, who was unable to appear on the interim examination at the time specified in the examination schedule, should write a statement at the Chancellery with the request to restore the exam in the timeframes established by the Chancellery (room 21) and attach the document on the application confirming the honorable reason for absence on the examination.

- In case of absence in intermediate exams without honorable reason, the student can take advantage of additional service of the university and restore the intermediate examination in case of payment of 50 GEL - the fee for restoration of the intermediate examination missed without honorable reason. For this purpose, students need to write an application at the Chancellery (Room 21) within the timeframe established by the University Examination Center and attach the application the exam restoration fee payment receipt.
- The student, who failed the main examination and the sum of his/her semester assessments and the main exam is more than 40 points, is apparently admitted to an additional exam and it is not necessary to write the application. The student will not be admitted to an additional exam in order to improve the score.

Introducing and appeal of the examination work

- The student is entitled to get acquainted with his / her intermediate / final / additional examination work and appeal against the received evaluation, if necessary.
- For this purpose, the student should apply to the University Examination Center (through electronic base) within 2 days after publication of the results and request the acquaintance of the work and revision of the results.
- In 2 working days after the receipt of the application / complaint, the Center will provide the student with the opportunity to get acquainted with his/her work. The works of those students who do not agree with the assessment of the examination and demand revision of the results will be subject to re-evaluation by the Subject Teachers / Appeals Commission. In

case of changes as a result of re-evaluation, the student evaluation grade will be updated in the learning database.



In case of questions related to the exams, for further information the student should apply to the Examination Manager:

Room: 20

tel 032 2 48 01 41



<https://www.facebook.com/EEU-საკამოცდო-ცენტრი-440875569778467/>



Student support services

- Student's rights and obligations
- Student's self-government
- Consulting and support service
- Career development: training-courses, internship

E



Students rights and obligations

- The students are obligated to respect the university where they acquire knowledge. They shall study, participate in the conducted researches and comply with the rules set forth in the Code of Ethics, thus fostering the enhancement of reputation of the university; in addition, they shall meet the conditions of the contract signed with the university.
- The students shall respect the EEU staff. In case of arising problems they shall be solved in compliance with the charter, internal regulations, norms of liability and the demands of the Code of Ethics existing at the university.
- The Student is obliged to be concerned and not to violate the possession of EEU, technique and other resources.
- The Student is obliged within 5 calendar days to notify the Study Process Management Department of EEU regarding the changes of residence address in Tbilisi, contact information or other personal information given in the student's database. Also, to notify the University regarding his/her plans/intentions to leave the country/cross the border of Georgia 10 days before. In any other case, EEU will not be liable for the negative outcomes.

The inappropriate and unethical conduct for students shall include the following:

- A. The insult and violence directed at other students, the representatives of academic, administrative and support staff, teachers and invited teachers.
- B. The academic dishonesty, which implies:
- C. Cheating – cribbing from another students' works or some different types of additional material unless beforehand allowed by the teacher.
- D. Sitting an exam on behalf of another student or asking another person to pass the exam for him/her.
- E. Obtaining the confidential information about exams;
- F. Presenting the other person's work as his/her own;
- G. Citing of another author's work or statement without referring to the sources – plagiarism;
- H. Falsifying his/her own university data; 6 The Code of Ethics of East European University EEU
- I. Stealing, destroying or changing another student's work;
- J. Hindering other students from learning and research process through hiding, stealing or destroying the required resources;
- K. Encouraging other students in committing the academic fraud;
- L. Using or fabricating of actual information about the research work;
- M. Using the confidential information;
- N. Making the attempt to get assessment through the threat, physical or psychological influence, deception, fraud or other types of inadmissible methods and actions made against the examiner

Student self-government

There is a representative body of students in the university - student self-governance, consisting of 12 delegates selected by secret ballot for a period of 2 years.

Student self-government within the scope of competence:

- Protects students' rights and interests;
- Develops ideas and proposals regarding the study process, quality of study, material issues;
- Plans, organizes and implements student leisure, labor and various types of meetings, debates, discussions, trainings, intellectual games, educational-scientific, cultural, sports, entertainment and other activities permitted by law;
- Cooperates with other university, governmental and non-governmental, state and international organizations and associations;
- Has connections with Student Organizations of Georgia and Foreign Higher Education Institutions and International Student Unions;



Each student of the university can apply to student self-government on following Facebook page (<https://www.facebook.com/eeustudentsselfgovernment>) or write a statement in the Chancellery and submit: opinion, proposal, project;

CONSULTING AND SUPPORT SERVICE

Promote students' integration in the university area

In order to focus on integration of the EEU first- course students in a new educational space, the Learning Process Management and Continuous Education Department offers all students a consultation on a variety of issues arranged by the university under single-window principle.

In addition, the consultation schedule is determined and the student can take an individual consultation regarding the academic as well as the organizational side of the program according to this schedule by the program implementing personnel and directly from the program manager. The Consultation Hours Schedule is published on the University website: <http://eeu.edu.ge/wp-content/uploads/2019/06/consultation-hours.pdf>

Projects, public lectures / meetings, seminars, events



Different types of internal and external events / student activities are held systematically in the university:

- Social;
- Charity;
- Sports;
- Cultural;
- Intellectual;
- Creative;

Attendance is free.

Information about the event is available on the University website: <http://eeu.edu.ge>; facebook page: EEUUniversity. The students will be also sent messages to the telephone number indicated in the training base

Initiate and funding of projects

Any student / group of EEU has the right to submit a project for financing.

East European University has developed a **"Rule on Funding the Students' Projects and Activities"** (published on the website:....) , the aim of which is to provide the students and graduates of East European University with appropriate conditions and motivation for scientific research, targeted use of intellectual potential, improve the scientific-research component in educational programs and increase the quality of education, to identify successful and talented students. The rule of funding includes the information on Procedure for Project Assessment Rules and Criteria

Project submission / funding stages:

- 1) Writing an application in the EEU Chancellery (the application shall be attached by: a) Scientific / Cultural / Sports Project, b) Recommendation letter, autobiography of student (s), c) reference about student's status d) Notice of co-financing (if any)
- 2) Review the application by the **permanent** commission and inform the project author (s) about the need of elimination of the defect (if any);
- 3) Project author (s) will be notified about the Project Financing / Non-Financing within no later than 5 working days after the Commission meeting.
- 4) After the rector has approved the project, the amendments to the project will be possible only if the written consent of the Commission;
- 5) After the completion of the project, no later than 1 (one) month, the project author (s) shall submit a program and financial report on the name of the Commission;

Student Conferences

University student can participate in scientific / research activities; The university organizes at least one annual university scientific conference and semestrial faculty conference;

Information about conference and content is published on the University website three months earlier:

- Time and place of the conference;
- Application form and timeframe;
- Volume and format of the work to be submitted;
- Evaluation criteria of the work;

The student should present the work according to the style and format of APA (American Psychological Association) academic texts;

The relevant commission will select the work presented by the students;

The best papers / reports of students participating in the conference will be published in the scientific university / conference materials / published in the Conference;



Sport



- The active sports amateur students of East European University have the opportunity to join university sports teams and achieve success in their favorite sport:

- Football
- Basketball
- Volleyball
- Chess
- Futsal

- East Europe University closely cooperates with **University Sport Federation**, and University students are actively involved in various sports competitions organized by this federation within the framework of the program.

Career development services: internships, training courses

For the purpose of career development and promotion for students and graduates, the EEU Study Process Management and Continuing Education Department offers students various services:

- EEU is a member of the WES-WORLD EDUCATION SERVICES organization in the United States and any bachelor and master program student or graduate student may have the opportunity to obtain right of mobility, receive assessment / recommendation, recognition of the qualification of education in the United States and Canada for the right to employment in various institutions..
- Students have opportunity to pass an internship at partner organizations of the university;

For professional training and development of students and graduates under organization of EEU Learning Process Management and Continuous Education Department, the trainings, certification courses are conducted by university staff, as well as invited practitioner trainers;

The renewed training plan is published annually on the university website, Facebook page, information board and information on current trainings will be sent to the telephone number indicated in the training base as a notification;

The EEU Learning Process Management and Continuous Education Department provides students and graduates with information on vacancies that envisage their skills and interests.



In case of additional questions regarding the assessment please contact the relevant faculty:

Faculty of Law, Room 18, Tel.: **032 2 48 01 41 (102)**

Faculty of Healthcare Sciences, Room 39, Tel.: **032 2 48 01 41**



Daily life in Georgia

- Public Transportation
- Personal Safety & Insurance
- Banks
- Phones and internet, Post office
- English-Georgian Dictionary



Public transport in Tbilisi

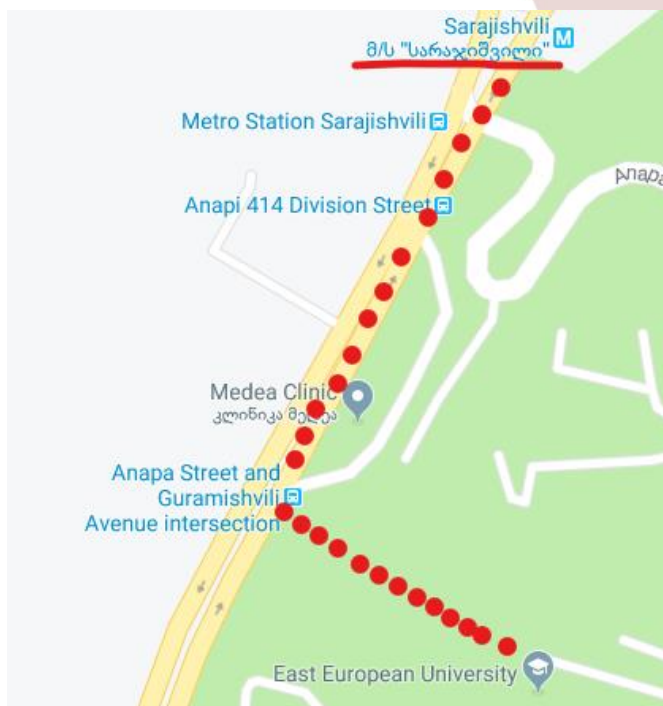
Main types of public transportation in Tbilisi

Tbilisi public transport includes: underground (metro), buses, yellow minibuses (also known as “marshutkas”) and taxi. Cash payments are accepted in public transports (except metro), however, you can buy a plastic card called as “Metro-Money” (which is used by most of the passengers) and top it up based on your needs. Deposit of amount on card is possible in any metro station and in express payment machines of “Bank of Georgia”. First trip with “Metro-Money” either in metro or bus costs 0.5 GEL and then for next hour and a half you can travel by bus and metro with free of charge. This discount does not apply to the yellow minibuses. An alternative of Metro-Money is a Mastercard of Bank of Georgia called “expresscard” – opening an account in Bank of Georgia is needed for getting this card.

The buses, metro and ropeways belong to the Tbilisi Transport Company and on its website (ttc.com.ge) you can find a journey planner, timetables and bus locations in real time. You can also download an app for both Android and iOS use all the functions that are available on their website.

The yellow minibuses (“marshutka”) provide a partially separated service and they belong to the independent company “Tbilisi Minibus”. In the minibuses, payment is available by Metro-Money but passengers also are allowed to pay in cash. Travel fees vary according to the routes of minibuses, for most of the routes it costs 0.8 GEL. During the day, from the second and subsequent travel on the minibuses, you will profit by paying discounted 0.65 GEL. You can search for routes and get more information regarding minibuses on the website of the company (www.tm.ge).

Inside the city center a taxi costs about 5-8 GEL. Besides that, you can use several mobile apps to pick up a taxi (e.g. Bolt (Taxify), Yandex Taxi, Maxim taxi).



How to get to EEU campus?

EEU is located very close to the metro station Sarajishvili – it takes maximum 5 minutes to reach the campus from this station.

Besides metro, the buses from several parts of the city stop near the campus: From Gldani - N23 and N33, from Mukhiani – N31, from Avchala – N70. You can find the specific routes from any point of the city using the above-mentioned websites of both Tbilisi Transport Company and Tbilisi Minibus.

Personal Safety & insurance

For any emergency: 112

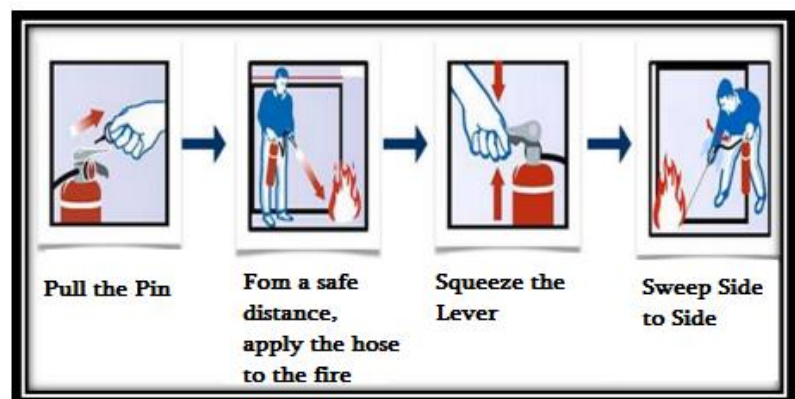
PHONE NUMBERS

Fire Brigade	112
Patrol Police	112
Emergency	112
Airport Directory	231 03 41, 231 04 21
Railway Station	133 1
Public Defender (Ombudsman) of Georgia	2234499, 2913814

- **The university through the safety service provides:**
 - Providing of Fire Safety (The evacuation plan is posted on a visible place on every floor of the University, The university is equipped with appropriate fire protection equipment, fire extinguisher, which is located on the staircase cells)
 - Providing of Health Care Assistance (There is a special medical aid room (3rd floor, room ...) in the university building, where medications necessary for primary care are stored, The first medical aid is provided by the person with medical education)



Fire extinguisher



Student Insurance








- East Europe University offers free medical insurance in "Alpha"










- Detailed information on free medical services will be available on the University website;
- The student should apply to the Learning Process Management and the continuing education department of the university with the ID card and fill the consent form;






Learning Process and Continuous Education Department, Room 19, Telephone:
032 2 48 01 41

BANKS IN TBILISI

	<p>JSC "ProCredit Bank" 154 Agmashenebeli Ave 0112 Tbilisi Tel: (995 32) 2202 222 Fax: (995 32) 2250 580 Email: info@procreditbank.ge Website: www.procreditbank.ge</p>
	<p>JSC "PrivatBank" 114, Tsereteli Ave 0119 Tbilisi Tel: + 995 32 2 555 555 Email: pbankgeorgia@privatbank.ge Website: privatbank.ge</p>
	<p>JSC Bank of Georgia 29a Gagarin Str. Tbilisi 0160, Georgia Tel: (995 32) 2444 444 Email: customerservice@bog.ge Website: www.bankofgeorgia.ge</p>
	<p>Liberty Bank 74 Chavchavadze Ave 0162 Tbilisi Tel: (995 32) 2555 500 Website: www.libertybank.ge</p>
	<p>JSC BasisBank 1 Ketevan Tsamebuli Ave 0103 Tbilisi Tel: (995 32) 2921 921; 922 922 Fax: (995 32) 2986 548 Email: info@basisbank.ge Website: www.basisbank.ge</p>
	<p>JSC "VTB Bank Georgia" 14 G.Tchanturia St 0102 Tbilisi Tel: (995 32) 2505 505 Fax: (995 32) 2999 139 Email: question@vtb.com.ge Website: ge.vtb.com.ge</p>
	<p>JSC "CARTU BANK" 39a Chavchavadze Ave 0162 Tbilisi Tel: (995 32) 2925 592 Fax: (995 32) 2912 279</p>

	<p>Email: cartubank@cartubank.ge Website: www.cartubank.ge</p>
	<p>JSC TBC Bank 7, Marjanishvili St. 0102 Tbilisi Tel: (995 32) 2272 727 Fax: (995 32) 2772 774 Email: info@tcbank.com.ge Website: www.tcbank.com.ge</p>
	<p>JSC "BTA BANK" 73a Tsereteli Ave 0119 Tbilisi Tel: (995 32) 2242 242 Fax: (995 32) 2242 222 Email: posta@bta.ge Website: www.bta.ge</p>
	<p>JSC Investbank Besiki Business Center 4 Besiki street, 0108 Tbilisi, Georgia Tel: +995 32 2428888 Fax: +995 32 2922537 Email: info@investbank.ge Website: www.investbank.ge</p>
	<p>JSC "International Bank of Azerbaijan - Georgia" Tbilisi, Georgia 0105 Leonidze str. # 1 Tel: +995 32 998 545/47 Fax: +995 32 998 546 Email: info@ibaz.ge Website: www.ibaz.ge</p>
	<p>Ziraat Bank-Tbilisi Branch 148 Agmashenebeli Ave 0164 Tbilisi Tel: (995 32) 2943 714 Fax: (995 32) 2943 078 Email: tbilisi@ziraatbank.ge Website: www.ziraatbank.com.tr</p>
	<p>"Transcaucasus Development Bank" Tbilisi Branch 4 Marjanishvili St. 0105 Tbilisi Tel: (995 32) 2923 308; 923 307 Fax: (995 32) 2923 399 Email: tdb@nbg.gov.ge Website: www.tdb.com.ge</p>
	<p>PASHA Bank 15 Rustaveli Ave 0108 Tbilisi Tel: + 995 322 265 000 Email: office@pashabank.ge Website: http://www.pashabank.ge/</p>
	<p>JSC "Progress Bank" 8 Baratashvili St 0105 Tbilisi Tel: (995 99) 50 11 44; (995 32) 2320 044; 388 888 Email: info@progressbank.ge Website: www.progressbank.ge</p>
	<p>JSC Terabank 3, Ketevan Tsamebuli Ave., 0103 Tbilisi Call centre: (995 32) 255 00 00 From mobile: * 50 50 Email: info@terabank.ge Website: www.terabank.ge</p>

	<p>JSC "Halyk Bank" 74 Kostava St. Tbilisi Tel: +995 32 24 07 07 Email: info@hbq.ge Website: www.hbq.ge</p>
	<p>JSC "Bank Constanta" 117, Tsereteli Ave, 0119 Tbilisi, Georgia Tel: (995 32) 2 401 401 Fax: (995 32) 234 17 62 Email: info@constanta.ge Website: www.constanta.ge</p>
	<p>JSC FINCA Bank Georgia 71 Vazha-Pshavela Avenue, office 12 0186 Tbilisi Tel: (995 32) 2 207 410/11 Fax: (995 32) 2 207 413 Email: fincageo@finca.ge Website: www.finca.ge</p>

Phones and Internet

International Operators:	
Name:	Code:
Silknet	2 100 100
Akhali Kselebi Ltd	2 75 75 75
Global One	10-10
Infotel	10-19
Geonet	2470000
Global One	10-18
Caucasus Network	10-65
Caucasus Network	10-65
Caucasus digital network	10-66
Geotel	10-67

Mobile Communication Operators

"Magti" Website : www.magtiqsm.ge

"Geocell" Website : www.geocell.ge

"Beeline" Website: www.beeline.ge

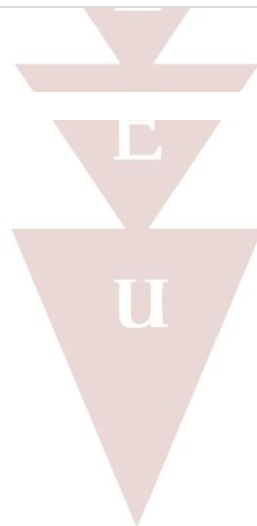
During registration student can get corporative sim card of Geocell without any amount.

ENGLISH-GEORGIAN DICTIONARY

English	Georgian	Transcription
Hello	გამარჯობა	Gamarjoba
Good Morning	დილა მშვიდობისა	Dila Mshvidobisa
How are you?	როგორ ხარ?	Rogor khar?
I am well, and you?	კარგად, შენ?	Kargad, shen?
Thank you	გმადლობთ	Gmadlobt
Nice to meet you	სასიამოვნოა თქვენი გაცნობა	Sasiamovnoa tqveni gats'noba
Where are you from?	საიდან ხართ?	Saidan khart?
I am from New-York	მე ნიუ-იორკიდან ვარ	Me New-Yorkidan var
How was your trip?	როგორ იმგზავრეთ?	Rogor imgzavret?
Good bye	ნახვამდის	Nakh'vamdis
See you later	მომავალ შეხვედრამდე	Momaval shekh'vedramde
Good evening!	სალამო მშვიდობისა!	Saghamo mshvidobisa!
Good night!	ძილი ნებისა!	Dzili nebisa!
Please	გთხოვთ	Gtkhovt
That's good	კარგია	Kargia
That's bad	ცუდია	Tsudia
I love you	მე შენ მიყვარხარ	Me shen Mik'var'khar
I like it	მომწონს	Mom'tsons
Yes	დიახ	Diakh
No	არა	Ara
I am sorry	ბოდიში	Bodishi
Georgia	საქართველო	Sakartvelo
Today	დღეს	D'ghes
Yesterday	გუშინ	Gushin
May I have a bill, please	ანგარიში მომიტანეთ	Angarishi momitanet
Stop right here, please	აქ შემიჩერეთ	Ak shemicheret
Year	წელი	Tseli
Water	წყალი	Tskali

I am bad	ცუდად ვარ	Tsudad var
Help me, please	დამეხმარეთ	Dame'khmaret
It is expensive	ძვირია	Dzviria
I need a doctor	ექიმი მჭირდება	Ekimi Mchirdeba
Night Life	ღამის ცხოვრება	Ghamis tskhovreba
It's tasty	გემრიელია	Gemrielia
Happy Birthday!	გილოცავთ დაბადების დღეს	Gilotsavt Dabadebis Dghes
Congratulations!	გილოცავთ	Gilotsavt!
Sights	ღირშესანიშნაობები	Ghirs'shesani'shna'obebi
Wine	ღვინო	Ghvino
It's cheap	იაფია	Iapia
Historic places	ისტორიული ადგილები	Istoriuli adgilebi
Caucasus	კავკასია	Kav'kasia
It's nice	ლამაზია	Lamazia
Beer	ლუდი	Ludi
I wonder	მაინტერესებს	Mainteresebs
Host	მასპინძელი	Maspindzeli
I'm a businessman	მე ბიზნესმენი ვარ	Me var biznesmeni
I'm a tourist	მე ტურისტი ვარ	Me var turisti
I'm a foreigner	მე უცხოელი ვარ	Me utskhoeli var
May I talk to a manager	მენეჯერს დამალაპარაკეთ	Menejers damalaparaket
Address	მისამართი	Misamrti
Tell me your address	მისამართი მითხარით	Misamarti mitxarit
It's beautiful	მშვენიერია	Mshvenieria
Museum	მუზეუმი	Muzeumi
Money	ფული	Puli
Police	პოლიცია	Politsia
Georgian wine	ქართული ღვინო	Kartuli Ghvino
How much does it cost?	რა ღირს?	Ra ghirs?
How long does it take to get there?	რამდენი ხნის სავალზეა?	Ramdeni khnis savalzea
Why?	რატომ?	Ratom
How can I contact you?	როგორ დაგიკავშირდეთ?	Rogor dagikavshirdet?
What time is it now?	რომელი საათია?	Romeli saatia?
Hospital	საავადმყოფო	Saavadmkopo
Gift	საჩუქარი	Sachukari
Where is the nearest ATM?	სად არის უახლოესი ბანკომატი?	Sad aris uakhloesi bankomati?
Where is it located?	სად მდებარეობს?	Sad Mdebareobs?
Where do you work?	სად მუშაობთ?	Sad mushaobt?
Where should we meet each other?	სად შევხვდეთ?	Sad Shevkhvdet?

Where should I buy?	სად ვიყიდო?	Sad vikido?
Embassy	საელჩო	Saelcho
Specialty	საფირმო კერძი	Sapirmo kerdzi
Hotel	სასტუმრო	Sastumro
Do you speak English?	საუბრობთ ინგლისურად?	Saubrobt Inglisurad?
Visit Card	სავიზიტო ბარათი	Savizito Barati
May I call?	შეიძლება დავრეკო?	Sheidzleba davreko?
May I...?	შეიძლება?	Sheidzleba...?
Guest	სტუმარი	Stumari
Souvenir	სუვენირი	Suveniri
Interpreter	თარჯიმანი	Tarjimani
Month	თვე	Tve
I could not understand	ვერ გავიგე	Ver gavige
To whom can I address?	ვის მივმართო?	Vis mivmarto?
Whom can I ask?	ვის ვკითხო?	Vis vkitkho?
Tomorrow	ხვალ	Khval



Annex 1- Definition of terms:

Authorization – The procedure for obtaining the status of a higher education institution, which aims to meet the standards required for the implementation of the relevant education activities in order to grant the education certificates recognized by the state;

Accreditation – The procedure of determining compliance with the educational program of the higher education institution with the accreditation standards aiming to establish systematic self-esteem to increase the quality of education and promotion of quality assurance mechanisms, and related state funding, as well as implementation of some educational programs envisaged by this law;

Academic degree – Qualification, which is granted to a person by a higher education institution at the end of the relevant level of academic higher education;

Administrative registration - Payment of the semester fee for the student's study;

Academic Registration- Semester registration for study courses (subjects)

Bachelor's degree - The first stage of academic higher education, which envisages the teaching of the basics of relevant specialties, which are necessary for working with the received qualification, for further studies on the Master's degree and ends with awarding the Bachelor's degree.

PhD– The third stage of academic higher education;

Diploma– A document certifying the qualification awarded by a higher education institution, as well as document confirming the qualification awarded by higher education institutions recognized by Georgian and / or foreign legislation

Diploma Supplement– The document, issued together with the diploma, by the higher education institution to confirm the education received by the student and the qualification awarded by the higher education institution, as well as a document that will be issued to confirm the content of the education received as a result of the Joint Higher Education Program by the student and to confirm the qualifications awarded by the higher education institutions recognized by the Georgian and / or foreign legislation;

Credit– the unit that expresses the student's required training load, which can be obtained after learning outcomes;

Master degree - The second stage of academic higher education - a set of educational programs that provide the teaching of the basics of relevant specialties, that is necessary for working with the qualification of a person and for further studies in PhD degree and for graduation with a Master's degree.

Mobility– Free movement of students and academic personnel for participation in learning, teaching and research processes both in Georgia and abroad, that is followed by recognition of education, credits or qualifications received during the study period;

Educational Program (Curriculum)– The combination of training courses / modules necessary to obtain higher education qualifications, which include program objectives, learning outcomes, training courses / modules with relevant credits, student assessment system and peculiarities of organization of educational process, including the possibility of using e-learning (if any);

Learning Course Program (Syllabus)– a document that provides information on the objectives, learning outcomes, credits, content, teaching and learning methods, assessment criteria and possibilities of using e-learning (if any);

Student workload– time required to achieve learning outcomes defined by the educational program. Student workload should be based on independent and contact hours;

Contact hours– The time required for the student's training activities with the involvement of personnel implementing an educational program component;

Teaching-learning method – The possibility of delivering knowledge to the student by the person implementing an educational program component, such as: lecture, working group work, practical work, seminar, electronic resource training, e-learning and others., The teaching-learning method may include relevant activities (discussion, debates, demonstration, presentation, seminar, etc.);

University– Higher education institution that performs the educational programs of MA and PhD or Higher education programs and scientific studies of all three levels of academic higher education;

Evaluation forms– Assessment forms are intermediate assessments (single or multiple) and final assessment, the sum of which is the final assessment;

Assessment components– Part of the evaluation forms that determine the method/methods of the student's knowledge and / or skills and / or competences, that may combine uniform methods of evaluation (oral / written exam, oral / written survey, creation of audio visual work, performance, practical / theoretical work, etc.);

Estimation Method – The mean / means to assess the achievement of learning outcomes defined in the educational program component (test, essay, demonstration, presentation, discussion, presentation of audiovisual work, participation in the performance; concert performance, performing practical / theoretical tasks, working in the working group, participation in the discussion, solution of the casus, participation in the mock process, objectively structured clinical exam, etc.);

Evaluation Criteria – Measurement unit of evaluation method, thus determining the level of learning outcomes.



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