



**EEU**

## REGULATION OF EDUCATIONAL AND RESEARCH ACTIVITIES





## Introduction

The activity of the East European University LLC (herinafter the "university") is based on the values recognized in the educational space and represents the development oriented higher education institution.

Sharing the fundamental principles that are recognized in the educational sphere and based on the management experience of the educational institution aims to develop and implement high quality education programs at all three levels of higher education, provide competent staff and take responsibility for their qualification before the company.

This provision is designed to enable the university to transparently and efficiently implement its objectives. It reflects the procedures, rules and principles of the educational and research activities of the university, that meet international standards, legislation of Georgia and ensure consistent realization of the mission and objectives of the university.

The University is confident that the mission and goals of it can be realized only in close cooperation with own students, staff, partner employers, state and private sector and adequate, consistent representation of the existing approach to the educational sphere in the university activity. Consequently, the regulation of educational and research activities should be reviewed periodically and all interested people of the university should take part in its modification.



### Mission

The mission of East European University:



Integration of teaching and research and introduction of international educational standards;



Creation of educational environment oriented on the ideals of democracy and humanism, and Georgian and world cultural values for students and academic community;



Studing process oriented on student employment and professional development of academic staff considering the variable international labor market requirements taking into account the requirements of the variable international labor market.



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## Chapter I

### General Provisions



#### Article 1. The legal status of the university and the scope of the present provision

1. East European University (hereinafter - **the University**) s a legal entity founded according to the Law of Georgia on Entrepreneurs, which is an organizational legal form- Legal Entity of Private Law - Limited Liability Company.
2. The full title of the University:
  - a) In Georgian: „შპს - აღმოსავლეთ ევროპის უნივერსიტეტი“;
  - b) In English: “ **L.T.D East European University** ”
3. In educational activities the University is headed by the legislation of Georgia, the present Regulation and the internal legal acts of the University.
4. The university has a stamp, title sheet, bank account, official website and contact email.
5. The legal address of the University: Tbilisi, Shatili st.N4.
6. The university is functioning on address: Tbilisi, Shatili st.N4.



7. This Regulation regulates the process of carrying out educational and research activities at the university, as well as the principles and rules of the University's activities.

## Article 2. The subject of the activity of the University

1. The subject of the activity of the University is educational activity defined by the Georgian legislation.
2. The University is authorized to carry out educational and research activities in accordance with Georgian legislation - implementing educational programs for Georgian and foreign students and grant appropriate qualifications provided by the program, as well as carrying out certification and / or other types of programs for interested persons.
3. Principles and rules of educational activities of the university provide fair, competitive, educational environment oriented on students.

## Article 3. Goals of the University

### 1. Goal:

Based on the declared mission, the University recognizes the main goals defined by the Constitution of Georgia, international agreements, the Law of Georgia on 'Higher Education' and other normative acts in the field of education, including:

- a) To promote Georgian and world cultural values;
- b) Orientation on democracy and humanism, which is essential for the existence and development of civil society;
- c) Establish students' skills in the professional life and deliver knowledge;

- d) To form a student as a true citizen, a libertarian and a democrat person;
  - e) University integration into the world educational and scientific area; Implementation of joint training programs and scientific research projects with Georgia and foreign universities;;
  - f) Introduction of modern technologies and methodology within the cycle of training program;
  - g) Integration of research and teaching process;;
  - h) The realization of the knowledge obtained at the university both in Georgian and international societies;
  - i) Student-oriented university environment.
  - j) Ensure creation of adapted learning environment for students with special educational needs.
2. In order to fulfill the goals, the university provides: all conditions of learning, research and healthy student lifestyle, which is specifically expressed by the constant modernization of training material-technical equipment, filling the Library Foundation - Renewing and Creating an Electronic Library, with proper support of students' Cultural and Sports Events.
  3. The university determines the priorities of the study process and also evaluates the quality of the study process.
  4. The University understands the volume and complexity of the obligations, takes responsibility to contribute to the development of the country's community.

## Chapter II

# Management and Structure



### Article 4. General provisions

1. The structure of the university and the authority of the relevant structural units is based on modern management of the organization and provides a consistent and effective realization of the mission and goals declared by the university.
2. Legal regulations of the activities of university structural units are determined by the present Regulation and structural units regulation.
3. With the purpose of diversifying the quality of the University's work and diversification of services, the rector of the University is authorized to create relevant structural units, and invite special competent specialists / experts in accordance with the contract.

## Article 5. Structure of the University

1. University Managing Subjects:
  - 1.1 General Meeting of Partners;;
  - 1.2 Rector;
  - 1.3 Vice Rector;
  - 1.4 Representative Council.
2. The main structural units of the university are:
  - 2.1 Quality Assurance Service;
  - 2.2 Faculty;
  - 2.3 Scientific Research and Strategic Development Service;
  - 2.4 Library;
  - 2.5 Studying process Management and Continuing Education Department;
    - 2.7.1 Studying Process Management Service
    - 2.7.2 Continuous education service
  - 2.6 Examination Center;
  - 2.7 Chancellery;
  - 2.8 Human Resource Management and Legal Service;
  - 2.9 Financial and Material Resource Management Department;
    - 2.11.1 Financial Service;
    - 2.11.2 Material Resource Management Service;
    - 2.11.3 Security service;
  - 2.10 Public Activities and Communication Service;
  - 2.11 International Relations service;
  - 2.12 Research center.
3. The University support staff is personnel hired by the contract for university needs..

**Article 6. General Meeting of Partners**

1. The University's highest management body is the Partners' Meeting;;
2. The Partners Meeting appoints and dismisses the university rector;
3. Other rights and obligations of the Partners General Meeting shall be defined by the Statute of East European University LLC and the Georgian Legislation.

**Article 7. Rector**

1. The rector of the University leads and guides the University's activities.
2. The rights and duties of the university rector shall be determined by the Statute of the East European University LLC and this Regulation.
3. The Rector shall act in accordance with the applicable legislation of Georgia, the Charter of the Community, this Regulation and the Legal Acts of the University, represents the university in all organizations and institutions or gives this right to others.
4. The Rector shall exercise the following powers:
  - 4.1 Based on the Legal Act - Order, the Rector shall appoint and dismiss the University staff, as well as distributing functions and obligations between them, use measures to encourage them and disciplinary measures against them;
  - 4.2 Appoints academic personnel on the basis of a motion / submission of the Competition Commission;
  - 4.3 By issuing the order, the rector will decide on organizational issues related to academic,

- administrative, support and invited personnel;
- 4.4 He approves the university regulations, structure, structural units regulations, seal, title paper and a stamp;
  - 4.5 Approves the University Internal Regulation and Strategic Development Plans by the presentation of the Representative Council;
  - 4.6 Approves other university legal acts;
  - 4.7 Defines the timeline for the study process;
  - 4.8 The rector is entitled to conduct disciplinary measures within the framework of good sense, toward the university administrative and academic staff, as well as university students;
  - 4.9 Issues the power of attorney, in case of his / her absence, appoints his acting officer.
  - 4.10 Signs contacts with the University staff (professors and invited specialists), administrative and support personnel and also students;
  - 4.11 Issues orders on different current issues of the university;
  - 4.12 Supervises the implementation of this provision;
  - 4.13 Issues the order on granting the student status / enrollment on the relevant educational program.
  - 4.14 Gives a decree on issuing a diploma and signs a diploma;
  - 4.15 Exercises other authorities in accordance with applicable legislation.
  - 4.16 Accepts legal acts for regulating the matters, the regulation of which is not subject of authorization of other structural units in accordance with the present provision.

5. For effective administration of the University, the Rector has an apparatus, whose composition and functions are defined by the order of the Rector and the labor agreements signed with them.
6. The Rector has advisers for promoting university development.
7. The Advisor is appointed and dismissed by the decree of the Rector of the University. The advisor's functions are determined by the labor agreement.
8. The Rector of the University is liable before the General Meeting of Partners of the East European University LLC.

#### Article 8. Vice-Rector

1. The University has four Vice-Rectors in the following directions:
  - 1.1 Quality assurance;
  - 1.2 Scientific Affairs;
  - 1.3 Studying Process Management Affairs;
  - 1.4 Administrative Affairs.
2. Vice Rectors are appointed and dismissed by the Rector. Vice-rectors are liable toward the Rector.
3. Vice-Rector for Quality Assurance:
  - 3.1 Coordinates the issues related to internal and external quality of the university;
  - 3.2 Coordinates the training and scientific research work, as well as a systematic assessment of the qualification of the personnel, the results of which are public and available to all interested persons;
  - 3.3 Ensures high level of teaching quality through the introduction of modern methods of learning, learning and assessment (modules, credit systems, etc.);

- 3.4 Defines self-assessment criteria and coordinates the university self-assessment for authorization and accreditation process;
  - 3.5 Develop proposals on improvement of management activity on faculty;
  - 3.6 Listens to the reports of the heads of the subordinate services and makes appropriate reaction;
  - 3.7 Listens to the proposals of the heads of departments under his subordination on the internal structure of the service, the state, the work of the organization, the encouragement of the employees or the imposition of disciplinary liability and makes the proper reaction on it.
4. Vice-Rector for Scientific Affairs:
- 4.1 Coordinates the University's scientific-research activities;
  - 4.2 Cares about the implementation of international standards in the research process;
  - 4.3 Develop proposals on improvement of scientific research activities;
  - 4.4 Coordinates the development and realization of the university development strategy;
  - 4.5 Develop proposals for the purpose of strategic development of the university;
  - 4.6 Coordinates the activities of the University Library within the competence;
  - 4.7 Listens to reports on the activities of the heads of the services subordinate to him and make appropriate reaction;
  - 4.8 Listens to the proposals of the heads of departments under his subordination on the internal structure of the service, the state, the work of the organization, the encouragement of the employees or the imposition of disciplinary liability and makes the proper reaction on it.
5. Vice-Rector for study process management:
- 5.1 Coordinates the activities of the university education process;
  - 5.2 Carries out implementation and coordination of administrative units of the university in the field of learning process;
  - 5.3 Cares about the implementation of international standards of teaching;
  - 5.4 Develop proposals on improvement of educational activities;



- 5.5 Manages planning and implementation of student services;
- 5.6 Participates in developing and implementing student support programs;
- 5.7 Coordinates the implementation of the "life-long learning" principle in the university;
- 5.8 Coordinates the activities of the University Library within the competence;
- 5.9 Listens to reports on the activities of the heads of the services subordinate to him and make appropriate reaction;
- 5.10 Listens to the proposals of the heads of departments under his subordination on the internal structure of the service, the state, the work of the organization, the encouragement of the employees or the imposition of disciplinary liability and makes the proper reaction on it.

6. Vice-Rector for Administrative Affairs:

- 6.1 Coordinates the legal issues of university activities;
- 6.2 Participates in the development of University Human Resource Management Policy and Strategy. Prepares proposals regarding the human resources management issues.
- 6.3 Coordinates and monitors the human resources management of the university.
- 6.4 Coordinates University Relations and Cooperation with National, Regional and International Funds and Organizations;
- 6.5 Coordinates the development of the University's Internationalization Strategy and Action Plan. Carries out monitoring for their implementation.
- 6.6 Promotes international cooperation of the university;
- 6.7 Coordinates the implementation of international programs, projects and activities;
- 6.8 Coordinates the university relations with the community;
- 6.9 Coordinates administration of the uniform proceedings of the University;
- 6.10 Coordinates the university financial and material management issues;
- 6.11 Coordinate and monitor the work of the centralized examination system;
- 6.12 Listens to reports on the activities of the heads of the services subordinate to him and make appropriate reaction;
- 6.13 Listens to the proposals of the heads of departments under his subordination on the

internal structure of the service, the state, the work of the organization, the encouragement of the employees or the imposition of disciplinary liability and makes the proper reaction on it.

#### Article 9. Representative Council

1. The Advisory Board, the Collegiate Structural Entity-Representative Council (hereinafter the Council) has been created for the full involvement of the university management and competent advices and for the transparency of management system in the university.
2. The composition of the Board shall be determined by the Rector of the University.
3. The vice-rectors, deans of the faculty and Head of Studying and Continuing Education Department are automatically included in the composition of the Council.
4. Council membership is the right of:
  - a) Academic staff;
  - b) Student;
  - c) Employers;
  - d) Education experts;
  - e) And others;
4. Organization of the Council sessions, systematization and recording of the minutes of the meeting and received submissions shall be provided by the Chancellery of the University.
5. The Regulation of the Council activities shall be established by the Council members and shall be submitted to the Rector of the University for approval.
6. In order to increase the effectiveness of the Council's work and raise motivation of the members, the Rector of the University is authorized to carry out promotional activities, the form and procedures of which shall be defined in accordance with the order of the rector.

7. The decision of the Council is made by a majority of votes, and the decision is taken by the recommendation.
8. The Council elects the Chairperson of the Council by a majority of votes, who leads the Council meetings and the Secretary of the Council, who provides the preparation of protocols of the Council meeting.
9. The term of authorization of the Council is 4 years.
10. The Council shall exercise the following powers:
  - 10.1 Discusses and recommends the rector to develop, implement, and change the strategic development plan of the University;
  - 10.2 Considers and approves the University's educational programs, training courses programs (syllabuses of components), educational programs catalog, which is set up by the Council Meeting Protocol.
  - 10.3 Discusses and approves the modification and amendment of the university educational programs that are formulated by the Council Meeting Protocol.
  - 10.4 Participates in the development of the university mission;
  - 10.5 Promotes cooperation between higher education institutions in the field of curriculum and programs, implementation of mobility and integrated learning, scientific research;
  - 10.6 In the beginning of the academic year, he/she determines the coefficients for the unified national exams, as well as the number of students admitted to faculties and submits to the University Rector for approval;
  - 10.7 Defines the coefficients for the master's exams, as well as the number of students admitted to faculties and submits them to the rector of the university for approval;
  - 10.8 Determines the examinations for the teacher training program, as well as the number of vacant seats and submits to the Rector of the University for approval;
  - 10.9 Upon submission of the Vice Rector responsible for quality assurance, he/she shall review and submit to the Rector the rule of assessment of the academic and scientific-research work for approval, as well as all the rules and instructions concerning the study and research work;

- 10.10 Defines and submits to the rector for approval the limit of loading of academic staff, loading forms, criteria and tariffs for hourly remuneration of academic and invited personnel;
- 10.11 Elaborates mechanisms for improvement of educational - research activities;
- 10.12 Promotes development of the research activities in the university, for this purpose, he/she promotes cooperation with institutions engaged in research activities within and outside the country, and enhancing existing ones.
- 10.13 Listens to the annual report of faculties.
- 10.14 Based on the Rector's Order, he/she exercises other authorities related to the completion of the University's Training - Research process.

#### Article 10. Quality Assurance Service

1. Quality Assurance Service is a structural unit of the university management body that helps the rector in the management of the university and its purpose is to implement measures for systematic improvement of quality of studying and scientific - research works, pay attention to the professional level of academic personnel and provide modern methods of learning, teaching and evaluation. Develop quality assurance mechanisms and introduce the quality of education quality in the university's educational activities for their implementation.
2. The main objectives of the Quality Assurance Service are:
  - 2.1 Developing activities oriented on the quality of studying and scientific-research processes in the university and development of tools and methods for quality evaluation processes;
  - 2.2 The systematic assessment of the university's academic and scientific-research activities, as well as the quality of personnel involved in this activity; Systematic assessment of the

quality of development of the university's academic and scientific research activities, as well as the staff involved in this activity;

2.3 Organize self-assessment processes for authorization and accreditation;

2.4 Facilitate University involvement in the International Higher Education Area.

3. The structure and functions of the Quality Assurance Service shall be determined by the regulations of the Service.

## Article 11. Faculty

1. Faculty is the educational structural unit of the University.
2. The decision of the Faculty to create, reorganize and liquidate the University is made by the Rector based on consultation with the Representative Council.
3. The faculty is headed by the Faculty Dean who is appointed and dismissed by the Rector. The Dean of the Faculty provides the proper and successful functioning of the faculty. Dean has a deputy who fulfills the rights and duties imposed on the dean in case of his /her absence.
4. Faculty provides the learning process on Bachelor's, single-cycle, Master's and PhD educational programs.
5. In order to carry out educational programs in a consistent and complete manner, the Faculty has Faculty Administration, which includes senior managers and managers of training process management, as well as quality assurance manager. The faculty may also include entities subordinate to the Faculty, which is decided by the University Rector on the basis of consultation with the Faculty Dean and the Representative Council.
6. Faculty studying process management head manager and manager shall provide:
  - 6.1 Private cases of the students' personal data;

- 6.2 Filling students' learning cards;
  - 6.3 Scales of assessments given by the lecturer to students for each course provided by the educational program, bringing out the final assessment of the subject.
  - 6.4 Filling the Supplements of the Diplomas for the graduates;
  - 6.5 Administration of other issues that facilitate the management process of the faculty effectively and consistently.
7. PhD Academic Degree granting Authority - Dissertation Board is created on the faculty, which leads its activities in accordance with the Law of Georgia "On Higher Education", this Regulation and the Dissertation Board and Doctorate.

#### Article 12. Scientific Research and Strategic Development Service

1. Scientific Research and Strategic Development Service is the structural unit of the University providing support and administration of scientific research in the university; Cares about university strategic development; Develops strategic plans and carries out monitoring of its realization. The structure and functions of the Scientific Fields and Strategic Development Department will be determined by the Regulations of the Service.

#### Article 13. Library

1. Uninterrupted implementation of the educational and scientific activities of the university is provided by the structural unit of the library, which aims to provide all types of staff and students with the modern book fund, in electronic forms, as well as digital resources.

2. The main goal of the university library is to increase the level of education, science and culture at the university, to assist students in forming the dignified members of the civil society;
3. To ensure the mission and goals of the university, the library is in an effective coordination with the relevant structural unit of the university.
4. The structure and functions of the library are defined by the provisions of the Library. The rules for the use of the library are determined by the "Regulation of the Library".

#### Article 14. Department of Study Process Management and Continuous Education

1. The Department of Management and Continuing Education of the Study Process coordinates the learning process at the university and is responsible for organizing and managing the learning process; Provides student support services development and career promotion. It also provides implementation of the "life-long learning" principle of the university.
2. The structure and functions of the Studying Process Management and Continuous Education Department shall be determined by the Regulations of the Department.

#### Article 15. Examination Center

1. The Examination Center organizes examinations in the university and facilitates the functioning of the examination system;

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2. The structure and functions of the University Examination Center, Forms, procedures for conducting exams, the rules of student behavior and other issues related to exams are regulated by the "Examination Center Regulations".

#### Article 16. Chancellery

1. The Chancellery shall administer uniform proceedings in the university.
2. The structure and functions of the Chancellery shall be determined by the Chancellery Regulations.

#### Article 17. Human Resources Management and Legal Service

1. The Human Resources Management and Legal Service carries out legal provision of the university activities, drawing up documents related to personnel issues, their production and storage, forming personal affairs of university staff and preparation of labor agreements.
2. The structure and functions of the Human Resources Management and Legal Service shall be determined by the Regulations of the Service.

#### Article 18. Department of Financial and Material Resources Management

1. The Department of Financial and Material Resource Management provides the creation of normal conditions of study, labor and scientific research for the university students and personnel on the basis of efficient management of material, financial and information technologies. This department also ensures safety norms in the university area.



2. The Department of Financial and Material Resource Management also includes a medical cabinet providing healthcare for staff and staff in the university.
3. The structure and functions of the Financial and Material Resource Management Department are determined by the Regulations of the Department.

#### Article 19. Public Activities and Communication Service

1. The Public Activities and Communication Service provides the promotion of the University, facilitating the involvement of students in developmental activities, for which it will develop an effective system of communication, information extraction and dissemination, cooperation with governmental structures, educational institutions, non-governmental organizations and various social organizations, implementation of joint projects.
2. The structure and functions of the Community Activities and Communication Service shall be determined by the Service Regulations.

#### Article 20. International Relations Service

1. International Relations Service provides close cooperation and partnership with foreign universities, facilitate participation in exchange programs for students, attraction of foreign students, participation in activities to integrate into their learning process, joining the University in international organizations, networks and unions, Relationship with foreign partners, finding international projects and involving the university in it.

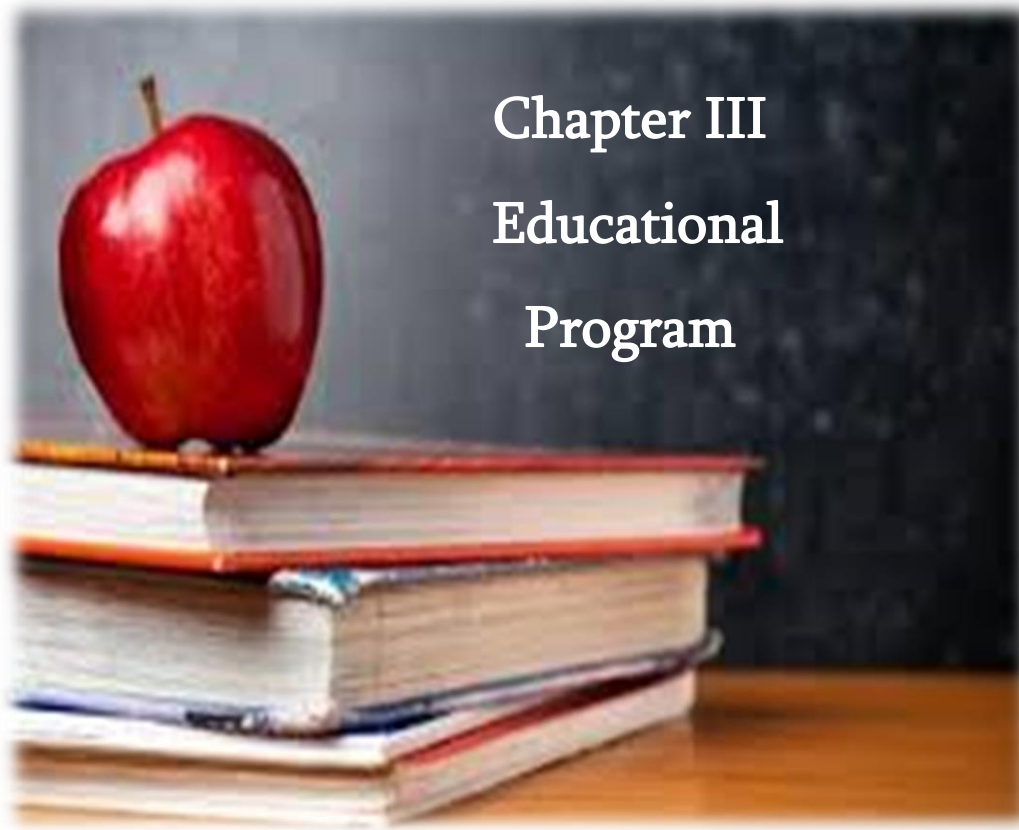
2. The structure and functions of the International Relations Department shall be determined by the Regulations of the Service.

#### Article 21. Research Center

1. The Research Center was created at the University to facilitate and develop scientific-research activities, which unites two research laboratories: 1. "Smart Auditorium" (Small Accelerator) and 2. Laboratory of Psychology and Neuroscience (Lab Z).
2. The structure and functions of the research center shall be determined by the regulations of the Center.

#### Article 22. Supporting staff

1. For the full and effective functioning of the university, the university may invite the relevant competence and number of specialists on the basis of proper agreements.
2. The rights and duties of supporting personnel shall be determined by the contracts concluded with them.



#### Article 23. Higher education

1. Higher education includes three stages;
  - a) First level - Bachelor's degree, 240 credits;
  - b) Second level - Master degree, 120 credits;
  - c) Third level - PhD degree, research component and training component of 60 credits.
2. The learning outcomes of the educational program, as well as the study course or module are described by sectoral and general competences.

3. Levels of higher education, according to learning outcomes, are described as hierarchically. Each subsequent step of higher education implies further learning outcomes based on learning outcomes obtained in the previous cycle.
4. **Learning outcomes of the first cycle of higher education:**
  - a) Knowledge and understanding - a broad knowledge of the field that involves critical understanding of theories and principles. Understanding the complex issues of the field;
  - b) The ability to use knowledge in practice - the use of some distinct methods characteristic of the field to solve problems, implementing research or practical nature projects in accordance with predetermined directions;
  - c) The ability to conclude - collection and explanation of the data characteristic to the field, as well as analyzing the abstract data and / or situation using a standard and some distinctive methods, establish a reasonable conclusion;
  - d) Communication skills - Prepare a detailed written report on ideas, problems and solutions of existing problems and submission of information to the specialists and non-specialists in Georgian and foreign languages; Use of modern information and communication technologies;
  - e) Learning skills - consistent and multilateral assessment of their own learning process, to determine further learning needs;
  - f) Values - participation in the formation of values and striving to establish them.

**5. Learning outcomes of the second cycle of higher education:**

- a) Knowledge and understanding - has a deep and systematic knowledge of the field that gives the possibility of developing new, original ideas to understand ways of solving individual problems;
- b) Ability to use knowledge in practice - act in new, unforeseen and multidisciplinary environment; Search for new, original ways of solving complex problems, including independent research using the latest methods and approaches;
- c) Ability to make conclusions - establishing grounded conclusions based on critical analysis of complex and incomplete information (including recent research); Innovative synthesis of information based on the latest data;
- d) Communication skills - expressing their own conclusions, arguments and research methods in academic and professional societies in Georgian and foreign languages, taking into consideration the standards of academic honesty and information-communication technologies;
- f) Learning skills - independently conducting the learning process, understanding the peculiarities of the learning process and high level of strategic planning;
- g) Values - assessment of their own and others' attitude towards values and contribution to the establishment of new values.

**6. Learning outcomes of the third cycle of higher education:**

- a) Knowledge and understanding - knowledge based on the latest achievements of the field / subfield or inter-sectoral field, which enables the use of expanding knowledge or innovative methods (at the standard level required for a referential publication). Understanding the renewed knowledge through re-understanding of existing knowledge and partial revaluation of it;
- b) Ability to use knowledge in practice - independent planning, implementation and supervision of innovative research; Develop new research and analytical methods and approaches that are oriented towards creating new knowledge and reflecting in international referencing publications;;
- c) The ability to conclude - Critical analysis, synthesis and assessment of new, complex and contradictory ideas and approaches, thus developing a new methodology and promoting development; Getting the right and effective decision to solve the problem independently;
- d) Communication skills - to demonstrate new knowledge in a reasonable and clear way to interact with existing knowledge, as well as engage in thematic polemics with international scientific community in foreign languages;
- e) Learning skills - Depending on the knowledge based on the latest achievements, readiness for development of new Ideas or processes in the process of study and activities, including Research Process;

- f) Values - Research of the ways of establishing values and developing innovative methods to establish them.

#### Article 24. Language of teaching

1. The language of teaching at the university is Georgian.
2. The university may have educational programs in foreign language in compliance with legislation.

#### Article 25. Obtaining an Educational Program

1. The academic process in the university is planned to comprise the National Qualification Framework - in conformity with the requirements of the Higher Education Qualifications Framework - in accordance with the educational program.
2. The university educational program is set up by the program implementing academic and invited personnel with the involvement of Vice Rector responsible for Faculties and Quality Assurance and Faculty Quality Assurance Managers. The educational program is reviewed and approved at the University Representative Council.
3. Additional procedures and methods for the elaboration of an academic program shall be determined by the quality assurance manual.
4. The university is authorized to perform exchange and joint educational programs:

- a) The Exchange Education Program is a kind of program implemented on the basis of a student exchange agreement between the university and the higher education institution recognized in accordance with the foreign legislation and aims at accumulating a certain number of credits by the student participating in the Exchange Education Program at the partner higher education institution;
  - b) Joint educational programs can be jointly conducted together with several higher educational institutions of Georgia and / or together with the higher education institution recognized in accordance with foreign legislation.
5. The University shall address the National Center for Educational Quality Enhancement before accepting a contract on exchange of students with the higher education institution of foreign country in order to receive written information on the recognition of the abovementioned higher education institution according to the legislation of this country.
6. A student participating in the exchange education program of a higher education institution recognized in accordance with foreign legislation, who has obtained student status in a recognized higher education institution in a foreign country, at the university, as a partner higher education institution, continues to study at the relevant level of higher education, based on the act issued by the Rector of the University.
7. A student participating in the exchange education program of a higher education institution recognized in accordance with foreign legislation, who has obtained student status in a recognized higher education institution in a foreign country, at the university, as a partner



higher education institution, continues to study according to the rules established by the legislation of this country .

8. It is inadmissible to suspend student status for a student participating in the Exchange Education Program from the University within the Exchange Education Program.
9. The student who participates in the Exchange Education Program from foreign countries within the Exchange Education Program shall not be considered in the total number of students of the university.
10. The implementation of a joint program by the university is permissible in compliance with the requirements of Article 49 of the Law of Georgia on Higher Education.

#### **Article 26. Change / abolish the educational program**

1. Amendments to the educational program shall be carried out in accordance with the procedure established by the time of its adoption.
2. In case of change of educational program, the university is obliged to give the student possibility to complete the already launched learning component.
3. If, as a result of the amendments made in the necessity of achieving the learning outcomes, the educational program is presented with a new mandatory training course (with different learning outcomes), the University provides the student with the mandatory training course, without imposing additional financial obligations, except when the presentation of new learning course

/courses in the educational program is due to compliance with the new requirements of the legislation.

4. If the amendment in the educational program significantly worsens the student's condition in terms of duration of study and this change is not caused by necessity of bringing the program into compliance with the requirements of the legislative acts, the university is obliged to give the student possibility to complete studying with the modification version of the program if the existing version before the program is checked by the Authorization / Accreditation Procedure, which ensures the compliance of the program with the established standards, Which provides the opportunity to achieve learning outcomes established by the program. This should be reflected in the Act issued by the University on the amendment to the Educational Program as a Transitional Provision.

#### **5. Abolition of educational program:**

- 5.1. Educational Program may be abolished if the educational program is in contrary to the university mission or legislation requirements, students are not enrolled on the educational program or there is another objective circumstance that makes it impossible to implement the program.
- 5.2. If the program is abolished, the university is obliged to provide the student with full access to education through the following mechanisms:
  - a) The University provides students with information on the possibilities of similar educational programs and mobility in other institutions;

- b) The University will facilitate student mobility before the decision on the cancellation of the program.
- c) The University conducts a Memorandum / Agreement with a higher education institution implementing a similar educational program (which grants relevant qualifications), which envisages procedures for compatibility of programs and recognition of credits in order to simplify the mobility process;
- d) The university offers students a chance to transfer to other programs (if any) of the relevant cycle in the framework of the internal mobility;
- e) If conditions of subparagraphs "b" and "c" of paragraph 1 of this Article fail, and the reason for the cancellation of the program is not liquidation of the institution, in case of authorization or regulatory and doctoral educational programs - abolition of accreditation, the university is obliged to give the student chance to complete educational program.



## Chapter IV

### Student

#### Article 27. Obtaining a Student's Status

##### 1. Obtain student status on Bachelor / single-cycle Degree education program:

1.1. The basis for obtaining student status on Bachelor / single-cycle degree education programs in the university is the examinations under the procedure established by the legislation of Georgia

and in accordance with the present regulation. The status of a university student can also be obtained through mobility.

- 1.2. Enrollment of persons on Bachelor / single-cycle degree educational programs with the right to pursue the studies without taking unified national examinations, shall be implemented according to the rule established by the Ministry of Education, Science, Culture and Sport of Georgia. Taking into consideration the peculiarities of the program, the University is entitled to set additional conditions for the applicants wishing to enroll the university under the Rector's Act (Verification of relevant language competence, etc.). Additional requirements and procedures prescribed by the Act of Rector shall precede the Minister's order.
- 1.3. The school leavers, who have the general education document or the similar force document, have the right to study on Bachelor / Single-cycle degree programs based on passing the unified national exams, having the right to study on the proper program of the university based on the rankings of the scores obtained on the national exams..
- 1.4. The person authorized to obtain the status of the student is obliged to apply and present the documents requested by the University within the timeframe established by the rector's order.
- 1.5. The enrollment of the applicant at the University shall be drawn up by the uniform act of the Rector of Educational Institution, which is published no later than October 1 and is sent to the Ministry of Education, Science, Culture and Sport of Georgia within 15 days from the date of issue.
- 1.6. The person who is included in the rank document but has not been included within the time limit set in the Uniform Act of Rector provided for in paragraph 1 of this Article due to non-

appealing to the institution, The Rector of the Higher Educational Institution is obliged to satisfy the request of the person after the presentation of necessary documentation for the enrollment of the university by the person and issue the order on the enrollment so as to ensure the admission of the person in the learning process and the learning outcomes in accordance with the legislation. Rector's Act shall be sent to the Ministry of Education, Science, Culture and Sport of Georgia within 15 days from the date of issue. In this way, enrollment of the person at the higher education institution excludes the possibility of using the state learning grant.

2. Bachelor of the relevant subject / subject group of national curriculum or persons with equal level of qualification have the right to enroll on Teacher training educational program, having proven subjective competence by the examination organized by the National Examinations and Assessment Center.

### **3. Obtaining a Student's Status on a Master's Degree Program:**

- 3.1 A bachelor or a person with an equal academic level has the right to study on the second level of academic education - Master's educational program, in case of satisfaction / successful passing of the results of general master's exams and internal university exam / exams or other prerequisites of access (in case of adequate preliminary admission to individual programs). The status of a university student is also available through mobility.

3.2 Registration of Master Candidates shall be conducted within the timeframe established by the University Rector Act for the purpose of passing the exam / exams defined by the higher education institution. Duration of registration of candidates for the Master Candidates can not be less than 5 calendar days after the issuance of the Rector's Act. The Rector's Act on Registration of Master Degree Candidates and the results of exam / examinations are published by the University on its official website. The examination topic of the undergraduate examination is also published on the University official website prior to the reasonable term. The timeframe for submitting the internal university examination, admission applications for graduate programs and composition of the appellation commission and the rule of work shall be determined by the Act of Rector.

3.3 If a specific level of foreign language is established as a prerequisite for admission to the program through an educational program, the appropriate language competence can be verified by an internal university examination, as well as an international certificate, or by studying on proper language academic education program, that frees the student from passing the university examination.

3.4 The enrollment of a Master's Candidate in the University shall be established on the basis of the contract signed between the higher education institution and the candidate of the Master's degree.

3.5 Master's Candidate, who does not have academic higher education document - diploma, recognized by the legislation at the time of enrollment in the higher education institution, may be enrolled in a higher education institution on the basis of a certificate issued by a higher

education institution to grant Bachelor's degree, provided that the student submits a diploma - document certifying academic higher education recognized by the legislation as a rule until the end of one semester from the enrollment.

3.6 Concerning the persons with whom the agreements referred to in paragraph 3.4 of this Article have been concluded, the higher education institution shall compose the Rector's Uniform Act, The rector's unified act shall indicate the name, surname, personal number of the Master student, identification code of the general master's examination, educational program on which the graduate student has obtained the right to continue his/her studies. Higher education institution shall present the information about the enrolled students in the special electronic program till the 5th of October of the year of the Master's Examination in accordance with the established rules.

#### **4. Obtain student status at the University PhD level:**

4.1 A Master degree student or a person with an equal academic level has the right to study on the third level of academic education - PhD educational program.

4.2 Obtaining a student status on PhD program is implemented in case of satisfying the admission of the appropriate doctoral education program.

4.3 Anyone willing to enroll in the PhD program, will be required knowledge of the foreign language at B2 level provided by the program, which should be confirmed by university examination or international certificate in foreign language, also, if the applicant wishing to



enroll in the program, has studied the English language program in Georgia or abroad, which is confirmed by the relevant documentation.

4.4 The applicants willing to enroll PhD degree should apply to the Faculty Dissertation Board with reference to the title and structure of the work, also the Letter of Motivation, including the subject of research and justification of the importance of the issue.

4.5 After submitting the requested documents, candidates willing to enroll PhD studies will be interviewed by the Faculty Dissertation Board.

4.6 Based on the submitted documents and interviews, the Dissertation Board makes decision on granting or rejecting a candidate to enroll the PhD program. based on the recommendation of the Dissertation Board, the Rector of the University issues the relevant order.

4.7 Additional requirements and procedures for PhD programs can be defined / specified by the Dissertation Board of Universities and by the Doctoral Degree and Rector Act.

#### Article 28. Administrative and academic registration

1. To obtain the right to participate in the study process, the student must undertake administrative and academic registration before the commencement of each semester.
2. Administrative and academic registration of educational programs students at university is carried out within the timeframes established by the rector's order.
3. The administrative registration implies the full payment of the student's semester fees in the established timeframes.

4. If the student fails to pay the tuition fees within the established timeframe, it is possible to create an individual payment schedule.
5. If the student fails to pay the tuition fee within the timeframe set for administrative registration, or violates the schedule of individual payment agreed with the administration, he/she will be charged a penalty in amount of 20 GE and 0,05% of the amount payable for each overdue day.
6. If the student has fully paid the tuition fee, but has not passed academic registration, he / she has the right to request the already paid fee in favor of the university to be considered as the payment for the next semester, for this purpose he /she shall address the University.
7. The student is entitled to request changes in the study card (change of course) within one week after the start of the study;
8. Academic registration implies the choice of a student regarding the training courses offered to the student by their own web-page electronic portal or training courses in the student's training base by the faculty administrations. The deadline for academic registration is determined by the University Rector Act. A student who has not passed an administrative registration, has no right to pass an academic registration.
9. Faculties of the University are obliged to offer students a student-oriented curriculum based on the educational program in order to make appropriate choices on training courses, which is placed on the relevant electronic portal and the student has the opportunity to view it.
10. The student shall be provided with a curriculum in accordance with the educational program, and if the student is enrolled in the educational program by mobility or due to its individual needs (academic lagging behind, etc.), the proper faculty of the University shall provide offering

a favorable plan - schedule, taking into account the prerequisites of training courses defined by the educational program.

11. The value of one credit will be calculated by the formula: the value of the educational program divided by the amount of the program (for example 2250 GEL / 60 credits)
12. If the student enjoys state funding and the state grant is fully transferred to his/her account, and the student, on the basis of individual needs, undergoes academic registration on less than 30 credits, the student retains the value of the remaining credits received as grants and may use it during the maximum period provided for by the program.

#### **Article 29. Go through the additional semester**

1. A student who fails to fulfill the program within the timeframe established by the educational program and can not obtain the appropriate degree, has the right to continue self-financed studies in the next eight semesters on bachelor and single-cycle degree program, in four semesters at Master's, teachers preparatory educational program and PhD;
2. The tuition fees for the registered student in additional semester will be determined based on his/her individual needs, in accordance with the value of learning courses credits to be unearned.
3. The student should apply to the Rector for registration in the additional semester, within the timeframes established for registration.

#### **Article 30. Load of student and assessment of his/her achievements**

1. The student's activity (student load) includes:
  - a) Attending the lecture, working in the group, seminar, practical or laboratory training, etc.;
  - b) Independent learning;
  - c) Training, scientific and industrial practice;
  - d) Preparation and passing the exams;
  - e) Work on learning-scientific (Course Work, Report on Conference, Scientific Letter, Patent Application, Diploma, Bachelor, Master's or PhD seminar, as well as Doctoral Thesis) work;
  - f) To protect the scientific work and prepare it for publication.
2. To evaluate students' activities, the university uses a credit - a unit that expresses the volume of work to be completed by a student, expressed in a time unit - hours. One credit in the university includes student learning activities (student load) within 25 astronomical hours.
3. The student's load within one academic year includes an average of 60 credits.
4. Considering the peculiarities of the higher education program and / or student's individual curriculum, the student's annual workload may exceed 60 credits or less than 60 credits. It is unacceptable that the student's annual load exceed 75 credits. The student should apply to the Rector with request of adding Credits no later than six weeks after the commencement of the study.
5. Credits are distributed among all components of the educational program (such as module, training course, practice, etc.). Training course (subject) is a one-semester. Depending on the specifics of the program, course duration is allowed to be different and defined by course syllabus or individual curriculum .

6. The credit reflects the number of work required to achieve the learning outcomes of completing a component.
7. A credit can be obtained only after the student achieves the learning outcomes provided by the Syllabus of the relevant course, which is expressed by one of the positive assessments provided for in paragraph 16 of this article.
8. The student's maximum assessment is 100 points after achieving the learning course outcomes.
9. Assessment of student achievements shall be carried out based on intermediate assessments and the final examination assessment summarization and by the appropriate syllabus.
  - a) Interim assessment (intermediate exam / exams, project, presentation, abstracts, etc. - current semester assessment);
  - b) Final examination assessment.
10. The number of points of the intermediate and final examination is determined by the syllabus of the appropriate course. It is not allowed to rate the final exam with more than 40 points and less than 30 points.
11. In case of failing to pass the intermediate examination based on a reasonable excuse, the student has the right to restore. In case of failing intermediate exams based on an unreasonable excuse, the student can apply to the university administration with the request of his/her restoration. In case of satisfaction of the request, the student is obliged to pay the fee in the amount of 50 GEL for restoration of intermediate examination failed under unreasonable excuse.

12. The student shall be entitled to pass the final exam who will have at least 26 points in case of maximum 70 points in intermediate evaluation and in case of maximum 60 points - no less than 21 points, unless otherwise provided by the Educational Program / Course Syllabus.
13. In order to get a positive assessment on the final examination, the student must score at least 15 points in case of maximum score of 30 points., and in case of maximum 40 points - no less than 20 points. unless otherwise provided by the Educational Program / Course Syllabus. Otherwise, the student is evaluated with 0 points in the appropriate component.
14. Compulsory form of final exam is a written test. Due to the specificity of the learning course, it may also include an oral test component, In this case the exam will be considered passed, if the student receives no less than 50% of the scores defined in this component (writing / oral), unless otherwise provided by the Educational Program / Course Syllabus.
15. Scientific-Research Component (Thesis) is assessed at master's / doctoral level at one time only by final assessment, in accordance with the criteria set out in the relevant procedure. Master is granted the qualification in scientific-research component in case of receiving at least 51 points from maximum 100 points, while the Phd is awarded the qualification in case of receiving satisfactory (rite) evaluation.
16. Master / PhD student who fails to submit the completed scientific-research work within the established time frame, has the right to undergo administrative and academic registration in the next, additional semester after completing of his/her work, in accordance with the established procedure, and present the finished work taking into account the relevant requirements.
17. The university assessment system envisages:

a) Five types of positive evaluation:

(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;

б) Two kinds of negative estimation:

(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.

18. In case of getting (FX) failed to pass - 41-50 points prescribed by paragraph 16 of this article, the student has the right to pass the exam in the same semester. The interval between the announcement of the main exam results and the additional examination should be at least 5 days.

19. In case of getting assessment (FX) in Master's Scientific-Research Component (thesis), it is inadmissible to present the work on repeated protection in the same semester. The student is entitled to present the scientific-research component (thesis) in the next semester for the purpose of repeated protection. In case of getting assessment (F) (unsatisfactory) in Master's scientific-research component (thesis), the Master is losing the right to submit the same scientific-research component (thesis);

20. The assessment issues of the Doctoral Dissertation Thesis shall be determined by the Dissertation Board and the Doctorate Program.
21. Based on the specifications of the educational program, intermediate appraisal components and criteria are identified as well as their specific share in the overall system of assessment.
22. The dates of the intermediate and final examination in the clinical courses is determined by the duration of the appropriate course of study, in the case of clinical rotation and is determined by the syllabus of the specific course..
23. The Intermediate and Final Examinations of the University are conducted through a centralized system, according to the "Regulation of the Examination Center".

#### Article 31. Suspension of student status

1. The university student is entitled to apply to the university with request of suspension of student status and temporarily exemption from participation in the study process and the student's other rights and obligations.
2. 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.
3. During the suspension of student status the Parties shall be exempt from fulfilling the obligations undertaken by the Agreement, except when the obligations arise before the suspension of the status (financial obligation before the university, acquisition of the material property of the university, etc.)



4. Suspension of student status shall be carried out in accordance with the rules established by the Law of Georgia on Higher Education, the Order No.10/n dated February 4, 2010 of the Minister of Education, Science, Culture and Sport of Georgia, and in accordance with the provisions of this Regulation and the Legal Acts Acting at the University.
5. The basis for suspension of student status:
  - a) Student's personal application;
  - b) Failure to pass the registration within the deadline set;
  - c) Failure to pass the academic registration within the established term;
  - d) The student's health condition which makes it impossible to participate in the learning process and is documented as proof;
  - e) To initiate a criminal case against a student, before convicting him/her guilty;
  - f) Study in a higher education institution in a foreign country (except for studying in partner higher education institution with exchange program);
  - g) Other cases envisaged by the applicable legislation and internal legal acts of the University.
6. On the basis of subparagraph "a" of paragraph 5 of this Article, the student shall apply to the University Rector for the termination of the status no later than 4 (four) weeks after the commencement of the study process. 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. After the expiration of the mentioned period, the student loses the right of the termination of the status and right to use the tuition fees in subsequent semester, except for the

severe deterioration of the health of the student, who will not be able to receive the services provided by the university.

7. After the expiry of 4 (four) weeks after the commencement of the study, in case of termination of student status under any provision provided by the Georgian legislation, the present provisions and other legal acts, the tuition fees shall not be subject to the return or use in the subsequent semester.
8. Suspension of student status shall be drawn up by the University Rector Act, which will be reflected in the registry of educational institutions (hereinafter - the registry) by the person responsible for the registration of the register issues. The maximum term for student status suspension is 5 years. After the expiration of the mentioned term, the student will be terminated the student status.

#### Article 32. Restoration of student status

1. In the case of elimination of the circumstances envisaged by Article 31 of this provision, which is based on suspension 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, and does not pay the tuition fees, the status of the student is shall be terminated by the University, In case of covering the financial debt, the university will restore the status of the student without his/her personal

application. The expression of the will for status restoration shall be considered the fact of transferring the tuition fees to the university bank account).

2. The status of suspended student can be restored within the same academic program, under the same conditions;
3. Student status can be restored within a month after the start of the semester.
4. The Rector's Order shall be issued on the restoration of the suspended status of the student and the person responsible for the registration of the registry provides a reflection of the relevant data in the registry within one day after the restoration of the status.
5. In case of restoration of the status, the student will retain credits taken before the suspension of the status.

### Article 33. Termination of student status

1. The grounds for termination of student status:
  - a) Failure to restore the status within 5 years after suspension of student status, except for the case envisaged by the legislation;
  - b) Presentation of falsified document or incorrect information to the institution that has influenced the decision on enrollment;
  - c) Entering into lawful verdict of a criminal case against a student, which excludes the possibility of achieving the learning outcomes envisaged by the program;
  - d) The gross violation established by the Code of Ethics, which is confirmed by the decision of the disciplinary commission established by the same Code;
  - e) Moving to another educational institution by mobility;

- f) Completion of educational program.
  - g) Expiration of the term of studying duration without the completion of the program - academic lag;
  - h) Death or declaration of death by the rule established by law;
  - i) Personal Statement.
2. The student's status suspended person shall not be refunded the tuition fee, except for the case when the status of the student has been suspended by personal declaration due to the reason that the person was refused to grant a visa of Georgia on the basis of subparagraph "b", "f", "g" "h" and "j" of the first paragraph of the rule of issuing the Georgian visa approved by the Georgian Government Resolution # 280 dated 23 June 2015, or he/she was refused to enter the territory of the country on the border of Georgia or the other independent reason which makes it impossible for the student to enter Georgia / taking visa. In this case, the student should present a notarized application in the university requesting the termination of the status and the return of the amount, which must be attached by a decision on refusal to issue a visa by the appropriate authority, or a document confirming the refusal to enter the territory of the country.
3. In the case envisaged by subparagraphs "a" - "d" of paragraph 1 of this article, legal consequences of the legal act on termination of student status shall be held twelve months after the date of the decree, except for the cases provided for in subparagraphs "e" "f" and "g" of paragraph 1 of this article. The student status in this period of time is considered suspended and the student is entitled to benefit from the right of mobility according to the rule established by the legislation.

4. In case of termination of student status, the re-acquisition of it may be permissible under the procedure established by law.
5. When issuing a decree on suspension of the status of a student, the student should obtain from the university the documents from his / her personal case in a reasonable time from the request. The order on termination of student status shall be reflected in the registry within 5 days after the issuance.

#### **Article 34. A person with a mobility right**

1. A person who has been enrolled in the institution according to the procedure established by the legislation, is entitled with the right of mobility and is the student of the institution at the time of registration on the electronic portal as the student willing of the mobility.
2. A person who has gained the status of a student according to the procedure established by the legislation, but at the time of registration on the electronic portal, he/she has suspended the student status; as well as the person, who has successfully passed the unified national exams but failed to apply to the specified institution with the purpose of enrollment indicated in the rank document approved by the Minister of Education, Science, Culture and Sport of Georgia, since the institution has been liquidated without determining the successor, the institution has lost authorization or the education program is no longer implemented.

3. The right to use the mobility of the student shall arise after one year of study at the appropriate level of higher education. The internal mobility of the university can be utilized after completing one semester.
4. The right to use the mobility or internal mobility of the Master student shall arise only on educational program direction, which corresponds to the type of general master's exam test passed by him.
5. The course does not include the time in which the person has stopped the student status.
6. If the institution has been liquidated without the determination of the assignee, the institution has lost authorization or the educational program is no longer performed, the student shall arise the right to mobility despite the duration of the study period.
7. Mobility can be made within one cycle of higher education.
8. Mobility is not allowed from professional education program to academic educational programs.

### Article 35. Administration of Mobility Process

1. The Department of Management and Continuous Education of University Study Process based on the information provided by the Rector's Order, within the terms defined by the Director of the LEPL National Center for Educational Quality Enhancement, ensures the registration of the persons with the purpose of mobility in the form defined for it.
2. The Order of the Rector shall determine the list of the documents to be submitted by the mobility applicant, the deadlines, the composition of the recognition of credits and the prerequisites for admission to educational programs (if necessary), which implies determination

of compatibility of the knowledge and skills of the mobility applicant with the educational program. The prerequisites are determined by the program manager and submitted to the relevant faculty, which in turn will provide the information provided to the management process and the Department of Education.

3. The University may, if necessary, send a reasonable request to the mobility applicant to submit additional documents.
4. Recognition Commission establishes the compatibility of the learning outcomes achieved by a mobility applicant in the framework of the other educational program with the educational programs offered by the University, which inspects the compliance of the program components passed by the student with the institution's educational program, the issue of legality of student enrollment, the possibility of recognition of the program passed, the compliance of the student's data with the prerequisites of the recipient program (if applicable) and prepares the conclusion on the recognition of the credits used by the mobility applicant.
5. Recognition of credits shall be formalized with a reasonable decision of the Commission of Recognition with the conformity of the educational program passed by the student with the relevant program of the university, as well as the number of credits recognized. Recognition shall be given to the credits received under the program of the Institution, which envisages enrollment and exercise under the rule established by the legislation.
6. As a result of content study, it is possible to determine the compliance of the learning courses studied by the student that is provided by the educational program, regardless of the difference in their names.

7. Recognition of the course of education that is not provided by the university education program is allowed. The Commission is entitled to calculate the student's loading credits under the rule established by the legislation in the case of an educational program that is not implemented in accordance with the European Credit Transfer System.
8. Higher education program credits based on which the qualification was awarded can not be recognized for the purposes of other educational program, except for recognition of Credits obtained for the purpose of the Bachelor's Degree Program within the Educational Program of Diploma Specialist.
9. Based on the consent of a mobility applicant student, in compliance with the procedures prescribed by this article, the university will elaborate a legal act on the student's enrollment by mobility procedure, that shall be submitted to the National Center for Educational Quality Enhancement and shall be attached an electronic version of the information related to it in accordance with the form prescribed by the individual administrative-legal act of the Director of the Center.
10. Upon receiving positive conclusion of the Center on the Order Project, the Rector's Order shall be issued on the student's enrollment by mobility procedure until October 1 in autumn semester and March 1 in spring semester. The order shall be reflected in the register within two working days after the issuance and will be sent to LEPL - National Center for Educational Quality Enhancement within three working days.
11. The student who passed through the mobility from the university is stopped the status of the student under the act of the rector of the university after the relevant changes in the registry,



And within 7 days from the student's application, the documents existing in the personal case of the student will be issued, upon request.

12. The mobility applicant who does not apply to the university with the application of enrollment within the established term of the university, will lose the right to be enrolled to the educational program except for the cases envisaged by the legislation.
13. In case of use of mobility, the order on termination of student status and electronic version of the information shall be submitted to the Center in accordance with the form of the individual administrative-legal act of the Director of the National Center for Educational Quality Enhancement till October 7 in autumn semester and till March 7 in spring semester.

### Article 36. Internal Mobility

1. Internal mobility means the changing of the educational program within the university one cycle academic education by the student.
2. Internal mobility is possible after the completion of the first academic semester;
3. Internal mobility is allowed twice a year, the procedure and timeframes are approved by the rector's order.
4. Based on the application of the student interested in internal mobility, the issue of compatibility of the credits used by the student shall be discussed And the Recognition Commission shall elaborate the relevant conclusion in accordance with the provisions of the Credit Recognition Act.

5. The University Faculty, in conjunction with the student, establishes the individual curriculum needed to achieve learning outcomes in a reasonable term envisaged by the educational program. In case the student agrees to continue studies under the proposed conditions, internal mobility is drawn up by the Rector's Legal Act and the data shall be reflected in the Register within 5 days;
6. In case of internal mobility, the Commission of Recognition is obliged to check the compliance of the student's data with the pre-requisites of the enrollment program.
7. Transfer of student to other educational programs through internal mobility is formulated by the Rector Act. After completion of internal mobility, the university is obliged to provide information to LEPL - National Center for Educational Quality Enhancement within 2 weeks.

### Article 37. Recognition of received education

1. Recognition of education received by a person abroad is carried out by LEPL - National Center for Educational Quality Enhancement, as provided by the legislation.
2. Recognition of education (credits) received in other higher education institutions of Georgia is carried out by the University Recognition Commission, by determining the conformity of acquired knowledge, skills and values with the educational program with respect to the relevant provisions of the same provision and the requirements of the University Quality Assurance Manual.

3. The decision on recognition of research components performed during the study abroad (before completion of scientific work) in the framework of Doctoral Educational Program is made by the University.

### **Article 38. Completion of Educational Program and Granting of Qualifications to the Graduate**

1. Upon completion of the accumulation / research component of the number of credits envisaged by the student's appropriate level competencies and bachelor' / single-cycle degree program / Master's / Doctoral programs, the student is awarded with the qualification of the educational program.
2. The Rector of the University creates a Commission for Qualification (hereinafter - Commission) for the Bachelor and Master Programs graduates by issuing the order. The academic degree of PhD is awarded by the Faculty Dissertation Board and the procedures for granting qualification are determined by the Faculty Dissertation Board and the Doctorate Program.
3. The Commission for Qualification defined in paragraph 2 of this article includes:
  - a) Dean of the relevant faculty;
  - b) Head of the Training Process Management and Continuous Education Department;
  - c) Head of the relevant program.
4. The participation of other persons may also be allowed in the Commission, while the rector of the university shall take the decision regarding the mentioned issue.
5. The Commission shall hold meeting after completing the relevant semester.

6. The Commission will study the personal case of each student, the obtained assessments, determine whether the learning outcomes have been overcome.
7. The memorandum of the Commission shall be submitted to the Rector of the University.
8. The Rector of the University shall issue a decree on issuing a diploma on the name of the relevant student.
9. The minutes of the meeting of the Commission is an integral part of the order issued by the University Rector.
10. Granting the qualification to a student is certified by the relevant level diplomas approved by the Rector and agreed with the Ministry of Education, Science, Culture and Sport of Georgia and the Ministry of Finance of Georgia.
11. The Diploma is attached by the form of the Diploma Supplement - state document certifying higher education provided by the Minister of Education, Science, Culture and Sport of Georgia, pursuant to Order No. 149 dated 5 April 2005 .
12. The graduate will be awarded with a diploma with its supplement, if it is confirmed that he /she does not have any financial and other obligation before the university.
13. Upon completion of the teacher training program, the degree-granting commission established based on the rector's order, submits the protocol to the rector on completion of the relevant program by the students.
14. Based on the protocol, the Rector shall issue a decree on the preparation and awarding the certificates to the graduates.



### Article 39. Definition of academic positions

1. Professor - a person with academic position of higher education institution who leads the study process and directs students to conduct scientific research;
2. Associate Professor - academic position of higher education institution. Associate Professor participates in the study process and directs students to conduct training and scientific research;
3. Assistant Professor - an academic position of a higher education institution, who participates in the academic and scientific research process in accordance with his/her competence;

4. Assistant - a person with academic position of higher education institution, who undertakes seminar and research work in the main educational unit under the guidance of a professor, associate professor or assistant professor.

#### Article 40. Principles of holding Academic Position

1. Academic positions are held only by open competition, which comply with the principles of transparency, equality and fair competition.
  - a) The contest is transparent if information about each stage is open, accessible and easily perceivable for interested persons. The availability of the date and conditions of the competition for the public must be ensured by publishing relevant information. Placing information on a webpage can not be considered as publication.
  - b) Competition is equal if discrimination on any ground is excluded and all contestants are in equal conditions.
  - c) Competition is fair if it includes the pre-established selection criteria.

#### Article 41. Prerequisites for electing on academic position

1. A person having PhD or equal degree may be selected as a university professor. Experience in scientific-pedagogical work for a period of at least 6 (six) years is required for the position of professor.
2. A person having PhD or equal degree may be selected as a university associate professor. Experience in scientific-pedagogical work for at least 3 (three) years is required for the position of associate professor..

3. A person having PhD or equal degree may be selected as a University Assistant-Professor, for a term of 4 (four) years.
4. The position of the university assistant can be given to PhD candidate for a term of 4 (four) years.
5. The positions of a professor, associate professor, assistant professor and assistant of the university may be given to persons on the basis of their professional qualification. In this case the person's qualification can be proved by professional experience, special training and / or publications. The person who has the necessary competence to develop the learning outcomes provided by the program shall be considered as a candidate with relevant qualifications.

#### Article 42. Announcement of competition

1. Competition for the position of a professor, associate and assistant professor, as well as an assistant is announced by the rector of the university.
2. The date and conditions of the competition are published on the official web-site of the university and at the top of the special web-site or at the periodic printing press in Georgia, at least 1 month before receiving the documents.. The exact term is determined by the rector's order.
3. Other necessary deadlines for holding competition are determined by the University Rector's Order. In case if the specific consent term ends on non-working day of the university or on the day of holidays defined by the Georgian legislation, the day of completion of a specific competition shall be considered the next working day.

#### Article 43. Holding of academic position

1. The Competition Commission is established on the basis of the order of the Rector for the fair and transparent conduct of an open competition for the academic position in the university.
2. The Competition Commission works on the basis of the Georgian legislation and the relevant internal legal acts of the university..
3. The Competition Commission will examine the applications received at the vacant place and shall select the candidates who will be awarded academic positions.
4. Members of the Competition Commission are obliged to receive a fair and justified decision.
5. The decision of the Competition Commission shall be based on the rules defined by the Georgian legislation and legal acts of the institution.
6. After reviewing and interviewing the Competition Documents, the Commission shall make a decision by a majority vote of the members present at the open ballot. If the votes are divided equally, the voice of the chairperson is decisive.
7. The decision of the Competition Commission shall be formalized with the protocol signed by the Chairperson and the Secretary of the Competition Commission. Other members of the Competition Commission confirm participation in the work of the commission with the signature on the session attendance sheet.
8. Upon expiration of the term of appeal, the chairperson of the competition commission shall apply to the rector of the university with the request to appoint the selected contestants on academic position
9. The decision of the Competition Commission shall be published on the university website and all contestants will be notified about it indicating the term of appeal.
10. The procedures relating to the occupation of academic positions are further defined under the rule of the "Competition for the academic positions of Eastern Europe University".

#### Article 44. Rights and Obligations of Academic Personnel

1. Academic personnel have the right:



- a) TO take part in the management of a higher education institution according to the university legal acts;
  - b) Implement studying, research, creative activities and publication of scientific papers without interference;
  - c) Within the framework of the educational program, independently determine the content of the courses (syllabus), teaching methods and means to meet the regulations in the university;
  - d) Carry out other powers granted by the Georgian legislation and legal acts of the University.
2. Academic staff shall be obligated:
- a) Follow the requirements of the university legal acts;
  - b) Follow the code of ethics and the disciplinary liability norms;
  - c) Fulfill the obligations under the labor agreement;
  - d) To undergo professional certification in compliance with the rules and procedures established by the University;
  - e) After completion of scientific-creative vacation, submit a report on the work carried out.
3. The University provides the freedom of scientific studying and research of academic personnel and creates appropriate conditions for their activities.

#### Article 45. Legal Relations with Academic Staff

- 1. Legal relations with academic personnel, their rights and obligations shall be regulated by a labor agreement concluded with them.
- 2. The workload and working period of the academic personnel shall be determined individually, which corresponds to the relevant educational program and the Labor Code of Georgia.

#### Article 46. Academic staff Affiliation

- 1. A written agreement is signed between the university and the academic staff on the basis of which each person having academic position determines his/her affiliation only with the

Eastern Europe University, participates in community development and knowledge sharing processes on behalf of the university:

- a) carrying out basic educational, research / scientific activities and his/her results shall be ascribed to the university;
  - b) Is actively involved in decision-making processes on education, research and other important issues;
  - c) Is actively involved in conducting academic / scientific management processes for students.
2. The rules and conditions of the accreditation of academic personnel shall be determined by the rector's order.

#### Article 47. Invited specialist - lecturer

1. Educational programs in the University are provided by the academic personnel and invited specialists.
2. Invited personnel shall be selected through an open competition or without it according to the rules of selection of the lecturer invited by the university.
3. The lecturer's selection procedure is approved by the rector's order.
4. Labor Contract is signed with the invited specialist.
5. The invited specialist is authorized:
  - a) Take part in the university education process in accordance with the University's legal acts;
  - b) Exercise theoretical, practical and research component without interference;
  - c) Within the framework of the educational program, independently determine the content of the curriculum, teaching methods and means in accordance with legislation and internal legal acts of the University;
  - c) To exercise the rights envisaged by the University's Statute, Internal Regulation and other internal legal acts.
6. The invited specialist is obliged:

- a) To comply with the requirements of this provision and university legal acts;;
- b) Fulfill the obligations under the contract;



## Chapter VI Other Provisions

### [University services]

#### Article 48. Use of the Library

1. The library is located in the area owned by the university.
2. The library works from Monday to Saturday during 46 hours a week.
3. The procedures for membership in the library, the rules of behaviour in the reading hall are defined by the "Instruction of Library Use".

#### Article 49. Utilizing a Computer Class

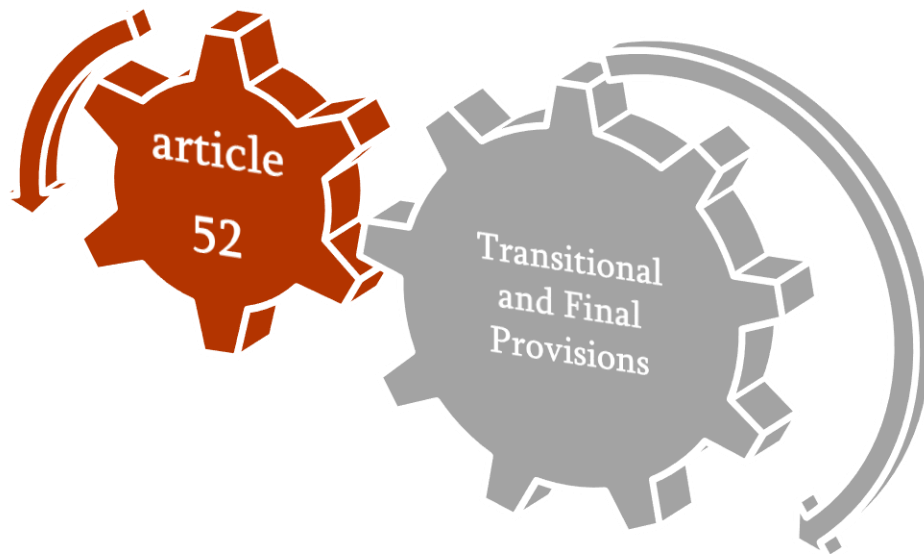
1. Computer class is located in the area of university ownership and provides students and training personnel with computers connected to internet.
2. Computer class works from Monday to Friday, the work schedule is determined by the Rector's Legal Act.
3. Procedures on using computer class and rules of behavior are additionally defined by "Regulations for the use of a computer class".

#### Article 50. Safety and health protection

1. The University provides security and health care for students and personnel.
2. Safety and health care provisions, mechanisms and procedures shall be determined by "safety and health care mechanisms".

#### Article 51. Services for Students with Special Education Needs

1. The University provides adequate services for students with special needs education and creation of adapted learning environment for them.
2. Forms, mechanisms and procedures for providing service for students with special educational needs in the university are determined by the "Mechanism for providing students with special educational needs".



1. To be declared invalid the legal act / norm of the university, which differentiates the issues different from the present provision.
2. Article 21 of this provision shall enter into force on September 1, 2019. To be entrusted the Human Resources and Legal Provision and Financial and Material Resource Management Services of the University to carry out the necessary activities for the creation and operation of the Center.
3. The regulation is approved by the Rector of the University.
4. The amendments to this provision shall be made by the order of the University Rector.

EEU...