



EEU

Examination rules

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Chapter I General Provisions

Article 1. Field of regulation

1. Rules for conducting examinations (hereinafter - the rule) at Ltd East European University (hereinafter - University) establish the uniform rules and procedures for mid-term, final/additional, admission and other examinations at the University.
2. The rule is developed in accordance with the current legislation of Georgia, by-laws and internal legal acts of the University.
3. This rule is mandatory for all major educational and administrative units of the University, for academic, invited and administrative staff and students. Also, for contestants / individuals wishing to enroll at the University.

Article 2. Objectives

1. The purpose of the rule is to ensure the proper organization of the examination process at the University and to conduct the examinations in a fair, equal, objective environment.
2. The examination process at the University is based on the following principles:
 - a) Fairness - the examined person is assessed according to pre-established assessment methods and criteria, of which the examined person is informed;
 - b) Equality - persons to be examined at the exams are on equal terms, discrimination on any grounds is excluded;
 - c) Objectivity - the examination paper is evaluated according to pre-planned criteria and subjectivism is excluded; Anonymity of written exam papers and appeal of exam grades are ensured.

Article 3. Exam administration

1. Semester midterm, final/additional written exams at all levels of education, as well as admission to master's and doctoral programs, language proficiency exams, foreign language exams for students participating in exchange programs are held centrally by the University Examination Center (hereinafter - Examination Center / Center).
2. Semester mid-term, final / additional oral examinations at all levels of education are conducted by the relevant faculty (hereinafter - the faculty) by the subject teacher / relevant commission;
3. Faculty of Health - Objective structured clinical examination (OSCE) is conducted in accordance with the

"Regulation of the Simulation Center" approved by the Faculty of Health.

Chapter II Administration of semester exams

Article 4. Schedule of midterm and final exams

1. The examination center ensures the formation of the examination schedule as a result of consultations with the faculty.
2. The schedule of midterm exams is published in the electronic learning management system - EEU-EL (hereinafter - EEU-EL), within 6 weeks from the beginning of the study, and the schedule of final exams no later than 10 calendar days before the beginning of the exam period.
3. The exam is not reinstated / transferred, except for the cases established by this rule;
4. In case of absenteeism for a justified reason, the student must apply through the EEU-EL within the pre-determined period in case of written exam - to the examination center, and in case of oral exam organized by the faculty - to the dean of the faculty and submit a certificate / document issued by the authorized person, with the contact information of the relevant person. If the valid reason is confirmed, the examination center / faculty administration will schedule an examination resumption and publish it in the EEU-EL.

Article 5. The right to take the final / additional exam

1. A student has the right to take the final exam if he / she has accumulated not less than 26 points out of a maximum of 70 points defined for the intermediate assessments, and not less than 21 points out of a maximum of 60 points (unless otherwise provided by the syllabus).
2. The following has the right to take an additional exam:
 - a) a student whose sum of midterm and final exam scores is 41-50 points;
 - b) A student who failed to pass 50% of the maximum grade set for the final exam and his / her total score is not less than 41 points

Article 6. Submission of midterm and final exam questions / tickets

1. The subject teacher is obliged to submit the written exam questions or tickets, at least three options, within two weeks before the beginning of the exams, but not later than three days before the examination with the authorized employee of the faculty determined by the faculty in agreement with the faculty. The latter is obliged to transfer the questions or tickets received from the teacher to the examination center within a reasonable time after receipt.
2. The Center is obliged, within the scope of its competence, to organize the process of timely submission of

questions / tickets to the faculties by the teachers, to receive them from the relevant person, not to disclose the content and to ensure their reproduction for the exams.

3. The submitted question/tickets must include and correspond to the topics defined in the syllabus of the training course.
4. The form of the ticket, the number of question and the evaluation criteria are determined by the teacher, according to the syllabus of the subject;
5. Exam questions / tickets must be accompanied by a form completed by the teacher and approved by Annex №1.
6. In case of exam questions and / or submission of a combined ticket (exam cases, tasks, equations or other similar types of tasks), the teacher is obliged to attach a ticket formation instruction.

Article 7. Correction of midterm and final exam papers, publication of results

1. The Center is obliged to ensure the transfer of exam papers to the relevant faculties no later than the next working day after the completion of the final / midterm exam, which, in turn, is obliged to provide the exam papers to the teacher within 1 working day after receiving them and receive them after correction.
2. The teacher is obliged to:
 - a) No later than two working days after the midterm / final exam, to receive the exam papers from the relevant faculty to correct.
 - b) Correct papers within 5 calendar days of receipt and submit them to the faculty no later than 12.00 pm on the sixth day.
 - c) Discuss the results of the midterm exam with the students in the first week after the resumption of the auditorium;
 - d) In case of an oral exam, no later than the second day after the end of the exam, submit the student assessments to the authorized employee of the faculty;
3. The Center is obliged to monitor the timely submission of the corrected papers and to reflect the results in the EEU-EL within 2 working days after receipt.
4. The administration of the faculty is obliged to monitor the timely submission of the assessments received by the students in the oral exams and to reflect the results in the EEU-EL within 1 working day after receiving them;

Article 8. Familiarizing and appeal against midterm and final exam paper

1. The student is entitled, within 2 days after the publication of the result, to apply to the examination center from the personal page of the EEU-EL and request to get familiarized with the written paper and check the results.
2. The center is obliged to provide the student with his / her work within 2 working days after receiving the

application / complaint. After reviewing the paper, if the student does not agree with the assessment, the paper will be submitted to the relevant teacher for review within 2 working days after reviewing the paper.

3. The teacher is obliged to return the conclusion of the appeal to the authorized employee of the examination center within 2 working days, which must reflect the basis for changing or not changing the student's assessment;
4. The authorized person is obliged to reflect the results of the appeal in the EEU-EL no later than 2 working days after its receipt;
5. A student who does not agree with the result of the appeal is entitled to apply to the examination center through the EEU-EL within 2 days after the announcement of the results of the appeal and request the correction of the paper by the relevant appeal commission;
6. The examination center is obliged to apply to the dean of the relevant faculty about the establishment of an appeal commission;
7. The Dean of the Faculty is obliged, within 2 working days from the application of the head of the examination center, to establish an appellate commission for the training course / courses from the persons with relevant qualifications and to transfer the examination paper(s);
8. The Appeal Commission shall review the examination paper(s) within 2 working days after receipt and submit the report of the appeal to the Dean of the Faculty;
9. The Appeal Commission is authorized to change the assessment received by the student. The report of the Appeals Commission shall reflect the grounds for changing or not changing the student's assessment;
10. The faculty is obliged to inform the results of the Appeal Commission to the student and the examination center and in case of a change in the assessment to reflect in the EEU-EL, no later than 2 working days after receipt

Article 9. Assessment registration in EEU-EL

1. The authorized employee of the faculty ensures the registration of the assessment of the examinations conducted at the respective faculty in the EEU-EL;
2. The faculty is obliged to complete the upload of midterm assessments in the EEU-EL three days before the beginning of the final examination period, which will be closed upon expiration of the mentioned term.
3. If no midterm assessments have been uploaded in the EEU-EL within the stipulated time, the teacher and / or the staff responsible for uploading the information shall, upon the request of the Dean of the Faculty, submit an explanatory card to the Head of the University Examination Center, who, in turn, is authorized to respond accordingly.
4. If after the deadline for submission of midterm assessments in the EEU-EL, it is found that an error has occurred during the data entry, the teacher and/or the employee responsible for entering the information is obliged to apply with an explanatory card to the Dean of the Faculty, who, in turn, is authorized to respond accordingly. The faculty is obliged to provide information about the mentioned change to the

head of the University Examination Center.

5. It is not allowed to publish the final exam results until the midterm results of the subject are uploaded in the EEU-EL, and in the case of the combined test, the assessments of the oral component of the test.

Article 10. Combined exam

1. In subjects, the examination of which consists of written and oral components, the oral component of the examination is provided by the teacher in agreement with the faculty.
2. The oral component of the test must precede the written component. The share of assessment of the oral component may not exceed more than half of the sum of the assessments of both components of the examination.

Article 11. Checking of exam results

1. After the expiration of the final / additional examination period, with the purpose of checking the exam results a commission may be established by the order of the Rector on the basis of the nomination of the Vice-Rector for Administration of the Academic Process/the Dean of the Faculty/Head of the Examination Center;
2. A member of the commission established for this purpose may be a professor of the field, an associate professor, an invited specialist, or an expert in the field who did not take part in the correction of the examination paper and its appeal;
3. Membership of the commission established for this purpose is not an additional paid activity - the authority is exercised within the scope of the work provided for in the Labor contract;
4. The commission set up for this purpose will examine the examination papers and submit the relevant conclusion to the Rector of the University.
5. The commission established for this purpose subordinates Rector and is accountable to him.

Article 11. Checking exam papers

1. At the request of the Head of the Quality Assurance Service, after the expiration of the final/additional exam period, the Examination Center is obliged to hand over the exam papers/questions submitted by the teachers to him/her for further response.
2. The head of the quality assurance service is authorized to determine the compliance of the submitted exam papers/questions with the syllabus of the subject, to submit a report to the rector and, if necessary, to respond accordingly.

Chapter III Entrance and other exams

Article 13. Entrance exams for master's and doctoral programs

1. Written exams for admission to master's and doctoral programs are conducted in a foreign language;
2. By the decision of the faculty, a written exam in the specialty may be held;
3. The schedule of entrance exams and relevant test samples/exam questions are published on the University website at least 3 weeks before the exam;
4. The Center is obliged, after the completion of the examination at the University, within the timeframe provided by the Rector's order, to provide acceptable examination papers to the members of the relevant examination commission, to submit corrected examination papers and to submit the results to the relevant service for publication on the University website.
5. The Admissions Examination Commission is obliged to return the corrected examination papers / oral examination results to the Center within the established timeframe;
6. The candidate for doctoral / master's degree is entitled to submit an application to the University within the time limit set for receiving the appeal applications and request a review of the results obtained.
7. The Center is obliged to submit the reviewed papers to the relevant appeal commission / council within the time limit set for the review of appeal applications, to submit the conclusion of the appeal and to submit the results to the relevant service within the time limit for posting on the website.

Article 14. Language proficiency tests for English language programs

1. Persons wishing to enroll in English language programs without Unified National Examinations shall be tested in English in order to prove their language competence;
2. The maximum duration of the exam is 3 hours;
3. The exam schedule and the relevant test sample are published on the University website at least 2 weeks before the exam;
4. The Center is obliged to provide the examination papers to the correctors/commission members within 1 day after the completion of the examination, to receive the corrected examination papers within 2 days and to submit the results to the relevant faculty / service;
5. The examination commission is obliged to return the corrected examination papers / oral examination results to the center within the established timeframe;
6. A person is entitled to apply to the Center within 2 days after the announcement of the results and request a review of the received results.
7. The Center is obliged to submit the review papers to the relevant appeal commission within the timeframe set for the review of appeal applications, to submit the conclusion of the appeal and to submit the results to the relevant faculty / service;

Article 14. Language test for students participating in exchange programs

1. For students participating in the exchange program, if necessary, an exam is conducted in English;
2. The maximum duration of the exam/test is 3 hours;
3. The exam schedule and the relevant test sample are published on the University website at least 2 weeks before the exam;

4. The Center is obliged to provide the examination papers to the members / correctors of the English Language Examination Commission within 1 day after the completion of the examination, to receive the corrected papers no later than 2 days and to submit the results to the International Relations Service;
5. The examination commission / corrector is obliged to return the corrected examination papers / oral examination results to the center within the established timeframe;
6. The student is entitled to apply to the center within 2 days after the announcement of the results and request a review of the results.
7. The Center is obliged to submit the review papers to the relevant commission within the time limit set for the review of appeal applications, to submit the conclusion of the appeal and to submit the results to the International Relations Service.

Article 16. Foreign language proficiency test for students

1. In order to determine the level of language proficiency for students, an exam is conducted in a foreign language;
2. The Center is obliged to ensure the transfer of the examination papers to the Language Center within 1 day after the completion of the examination;
3. The Language Center is obliged to submit the corrected exam papers to the Examination Center within two working days, which will provide the introduction of results to the students.
4. The student is entitled to apply to the examination center within 2 days after the announcement of the results and request a review of the received results.
5. The examination center shall submit the papers to the Language Center within the time limits set for the consideration of appeal applications and shall summon the results and conclusion of the appeal no later than 2 working days.
6. After the end of the appeal period / procedures, the examination center submits the list of students with an indication of the relevant language level to the relevant structural unit of the University.

Article 17. The course of the examination

1. The student/person must appear at least 15 minutes before the exam;
2. The maximum duration of the final / additional written exam is 3 hours, and the midterm exam - 2 hours, unless otherwise provided by the syllabus of the subject.
3. The duration of the entrance / competition / language exam organized by the University is 3 hours;
4. During the exam, a clock should be placed in the auditorium for time management by students / contestants.
5. An observer may be a university employee or a person invited by contract. The rights and responsibilities of an observer are defined in Article 16 of this Rule. The observer is obliged to follow the mentioned rules during the examination and to perform his / her duties in good faith.
6. The observer subordinates to the head of the examination center and is accountable to him.

7. During the examination, the student / contestant is obliged to act in accordance with the rules set forth in Article 18 of this Rule.

Chapter IV Rights and responsibilities of observers and students

Article 18. Rights and responsibilities of test observers

1. The observer is obliged to appear at the place of examination at least half an hour before the beginning of the examination.
2. The observer is obliged to take the place intended for him/her before the registration.
3. After the students have taken their seats, the authorized staff of the University Examination Center will hand over the examination papers, the sector list and the examination tests to the observer.
4. The observer distributes the examination papers in his / her sector according to the list.
5. The observer informs the students about their rights and responsibilities.
6. After the observer distributes the exam tickets in full and introduces the rights and responsibilities to the students, the exam countdown starts.
7. The observer is obliged to observe the examination in the sector defined for him / her. Strictly control the protection of rights and responsibilities by students. In case of their violation (noise, conversation, etc.) give a warning to the student and in case of repeated warning, as well as in case of discovery / use of an item containing information on the subject of the exam, mobile phone or other electronic device to remove him/her from the exam.
8. In case of removal of the student from the exam, the observer will confiscate the exam test and exam papers from the student. Makes an inscription on the exam paper - "Removed from the exam" indicating the reason, records the removal of the student from the exam in the acceptance form of the exam paper and signs it.
9. The observer is prohibited from leaving the sector designated for him.
10. The observer is obliged to answer only the procedural and technical questions asked by the student. He/she is prohibited from answering questions of other non-procedural as well as content-related issues.
11. In case of a problem during the examination, the observer has no right to argue with the student, in case of any questions or problems he / she is obliged to address the employee of the examination center.
12. 15 minutes before the end of the exam time, the observer is obliged to inform the students about it.
13. The observer summons the examination paper, the examination test and signs at the end of the paper.
14. After submitting all the papers, the observer seals his / her signature at the end of the exam paper.
15. The observer shall hand over the examination papers, the acceptance-delivery form of the examination paper to the authorized employee of the examination center.
16. In case of violation of these rules, the issue of disciplinary liability of the observer will be raised.

Article 19. Rules of conduct of students / contestants during the exam

1. The student / contestant is obliged to appear at the place of the exam according to the indicated

schedule;

2. The student / contestant will also be admitted 15 minutes late for the exam, however, after the expiration of the allotted time for the exam, he / she will not be given extra time to complete the work.
3. In case of expiration of the time provided for in paragraph 2 of this Article, the student / contestant will not be admitted to the exam and will be considered as a absentee.
4. The student / contestant is obliged to have an ID card, otherwise he / she will not be admitted to the exam.
5. The student / contestant must register, obtain a sector and table number. He/she is obliged to take a seat in the hall according to the registration number.
6. It is forbidden to bring anything on the exam, except the writing pen, drinking water and items necessary for health. Extra items should be handed over by the student to the observer.
7. The student / contestant is obliged to put his / her ID card in the corner of the table.
8. No items should be placed on the table, except for the student ID card, pen, drinking water and items necessary for health (if necessary).
9. If any other papers are found on the desk before writing, the student / contestant will receive a warning, after the start of the exam, any other violations (receipt of repeated warning, discovery or use of an item containing information on the subject matter of the examination, discovery of a mobile phone or other electronic device) will be removed from the examination.
10. The student / contestant is obliged to check the defect of his/her exam sheet and in case of damage to apply to the observer. After the start of the examination period, such a claim will no longer be accepted.
11. The exam paper should be written on the exam papers distributed by the observer, which will contain information about the rules of student behavior during the exam, otherwise the paper will not be corrected.
12. The student / contestant should write the name, surname, faculty, name of the subject and the name and surname of the lecturer / teacher on the exam paper, at the place designated for this purpose.
13. The student / contestant is obliged to complete the exam paper with blue pen, he / she is forbidden to put an identifying mark (name, surname, number, address, etc.) on the exam paper or any graphic image (figure, inscription, etc.) that is not related to the test assignment; If any indications are found on the exam paper, the text will not be corrected.
14. The student / contestant is obliged not to open the exam paper distributed by the observer until the exam time starts.
15. The student / contestant has the right, if necessary, after the expiration of half of the time allotted for the exam, to request to leave the auditorium for only 3 minutes. Each subsequent student / contestant will have the right to leave the classroom after the return of the previous student. In case of violation of this time he/she will be removed from the test.
16. If the student / contestant starts working on the exam ticket ahead of time, he / she will receive a warning in case of repetition of similar or any other violation - he / she will be removed from the exam.
17. Questions of substantive nature related to exam questions will not be answered. In case of procedural

and technical questions, the student / contestant should contact the observer.

18. It is forbidden to talk, negotiate, make noise during the exam process, in which case the student / contestant will receive a warning, in case of repetition of similar or any other violation will be removed from the exam.
19. It is prohibited to put a mobile phone or other electronic device, as well as an item containing information on the subject of the exam to the exam. In this case, the student / contestant will be removed from the exam immediately.
20. Other grounds for discipline violation / unethical behavior may be grounds for removal from the examination.
21. 15 minutes before the end of the exam time, the observer informs the students / contestants about it. If the student / contestant does not stop working as soon as the exam time expires, his / her paper will not be corrected;
22. Upon completion of the work, the exam paper and sheets must be handed over by the student / contestant to the observer and signed in the journal of acceptance of the exam paper.

Chapter V Final provisions

Article 19. Final Provisions

1. The Rector of the University approves the present rule by order, makes amendments and additions to it and declares it invalid.
2. Other issues related to the exams (appeal, reinstatement, etc.) which are not regulated by the present rule are regulated by the “Rules for conducting University examinations”.
3. This Rule shall enter into force upon approval.

Annex N1

Subject Teacher's Form

Faculty _____

Subject _____

Teacher's Name, Surname _____

Phone (Home, Work, and Mobile) _____

Email _____

Exam type written, written + oral

(Underline)

Written exam format question, test (open, closed), problem, case, etc.

(Underline. In case of combined paper, underline all components)

Highest Assessment of the exam _____

What is the paper evaluation system (how is the evaluation distributed to each component of the paper / test)

Duration of the exam _____

What the student has the right to use during the exam:

Calculator, Dictionary, Code, Other _____

(Underline)

Are any specific fonts required for the exam ticket except AcadNusx and Sylfaen (if yes, please

specify) _____

Additional information that is advisable to know in order to conduct the exam in an organized manner _____

Teacher's signature _____

Date _____