



EEU

REGULATORY RULE OF EDUCATIONAL PROCESS

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Article 1. General provisions

1. Higher educational institution-East European University Ltd (Hereinafter - University) conducts the Teaching process in accordance with the current legislation, the present rule and other legal acts of the University;
2. " Regulation of educational process " regulates at East European University obtaining student status, suspension, termination, issues and procedures for evaluating students ' achievements and awarding qualifications, also, students ' rights and obligations and other issues related to the administration of the educational process.

Second chapter: Obtaining of the student status**Article 2. Obtaining of the student status at Bachelor/one-cycle educational program**

1. **Obtaining of the student status on Bachelor/one-cycle higher education program on the basis of unified national exams:**
 - 1.1. On Bachelor/one-step higher education programs the basis for obtaining student status at the university is a Passing of an unified national exams according to the procedure established by the legislation of Georgia and in accordance with the present rule. Obtaining of the student status of University can be implemented, also, through enrollment of mobility.
 - 1.2. Passing the unified national exams the right to study on Bachelor/one-step higher education programs at the University has a person who has a confirming full general education or equivalent document. Also, in the case of a person who is a subject to military registration document confirming the Military registration and the person who obtains the right to study at the relevant university program on the basis of ranking of points coefficients obtained on unified national exams. On the basis of the ranking document, the relevant agreement is formed with the student.
 - 1.3. Authorized person shall be obliged to obtain student status, to apply to the University for registration within the timeframe established by the order of the rector and submit documents determined by the order of the rector.
 - 1.4. Duration of registration period can not be less than 10 calendar days after publication of information on registration of entrants at the University's official website;
 - 1.5. The University entrant's enrollment shall be formalized by the unified act of the rector of the educational institution, which will be released no later than the first of October and will be sent to the Ministry of Education, Science, Culture and sport of Georgia, within 15 days after publication.
 - 1.6. The person who entered the ranking document, but could not hit in the unified act of the rector specified in under the paragraph of this Article1. due to non-appliance at the institution within the established period, shall be authorized to apply to the higher educational institution

with the request of enrollment from the publication of the rector's Uniform Act until June of the following year. Rector of higher educational institution is obliged to, after submitting the documents necessary for admission to the university by a person to satisfy a person's request and issue an order on enrollment so that to ensure access of a person to the educational process and achievement of learning outcomes in accordance with the legislation. Rector of the act is sent to the Ministry of Education, Science, Culture and sport of Georgia, within 15 days after publication. Enrollement of a person in a higher educational institution in this way excludes the possibility of applying for a state educational grant.

2. ***Obtaining of the student status at Bachelor/one-cycle higher education program without passing the unified national exams:***

- 2.1. On Bachelor/one-cycle higher education programs, admission to the institution of persons with the right to continue studying without passing the unified national exams is carried out according to established procedure by the Ministry of Education, Science, Culture and sport of Georgia.
- 2.2. Study is allowed without passing unified national exams, if:
 - A) For foreign citizens and stateless persons, who received a full general or equivalent education in a foreign country;
 - B) For Georgian citizens, who received a full general or equivalent education in a foreign country and full general education for the last 2 years learned in a foreign country;
 - C) For foreign citizens (Except for students participating in the Joint Higher Education Program and students participating in the exchange education program), who learn/study and have received credits/qualifications in a foreign country in a higher educational institution recognized in accordance with the legislation of this country;
 - D) For Georgian citizens (Except for students participating in the Joint Higher Education Program and students participating in the exchange education program), who during their studies in a foreign higher education institution lived in a foreign country for one semester of teaching during less than 75 days and have earned credits/qualifications in a foreign country in a higher educational institution recognized in accordance with the legislation of this country (The above mentioned persons gain the right to continue their studies in the educational institution in case of successful passing of general skills test organized by LEPL – National Assessment and examinations Center);
- 2.3. Person wishing to obtain the Student status is obliged to apply to the University and submit relevant documents:
 - a) Statement/application at the name of the rector of East European University;
 - b) Copy of ID / residence card or in case of a foreign citizen, a copy of the passport translated into Georgian and notarized;
 - c) In cases of Juvenile, the copy of legal representative's/parent's ID / passport (Registration is carried out together with the legal representative);

- d) Copy of the document confirming the presence of military registration/military card (For citizens of Georgia who are subject to military registration);
 - e) Document confirming the receipt of full general or equivalent education received in a foreign country / Document certifying credits received at higher educational institution of foreign countries translated into Georgian language and notarized;
 - f) Photo 3X4 format-electronic version;
 - g) In case of submission of documents by the person entrusted - Power of attorney;
- 2.4. In Foreign country, in case of submitting a document certifying credits received in a recognized higher education institution in accordance with the legislation of this country, the compliance with the completed training courses will be ascertained in respect with a Training courses defined by a person's chosen program;
- 2.5. For persons without passing the unified national exams and wishing to continue studying on educational programs in order to determine their competency of language fluency, a person shall be obliged to confirm the fluency of the language on the basis of the results of language examinations organized by the University;
- 2.6. Persons wishing to continue studying at the English-language educational program will be released from English language exam organized by the University, if:
- a) Represent according to general European competencies (CEFR) Language fluency hold an English language certificate;
 - b) General and/or higher education received in the last 2 years / learn English as evidenced by documenting;
- 2.7. Persons wishing to continue studying at Georgian educational program will be released from the Georgian language exams organized by the university in cases where:
- A) Their mother tongue is Georgian;
 - B) present a B2 level Certificate of the Georgian language;
 - C) received the general and/or higher education for the last 2 years /Learn the Georgian language, as evidenced by the document;
- 2.8. All persons wishing to continue studying on educational programs without passing the unified national examination, is obliged in order to establish knowledge of the language to pass / complete a job interview/oral exam;
- 2.9. In case of existence of vacant places in the University and successful passing of an interview/oral exam by a person, the Rector of the university issues written consent about the possibility of getting a person in the vacant place within the total number of students, in which, also, it is indicated an information about availability of interview video recording defined in paragraph 2.8;
- 2.10. Written consent issued by the rector, together with the relevant documents, the person will present to the LEPL National Center for Educational Quality Enhancement;

- 2.11. Document issued by LEPL National Center for Educational Quality Enhancement, about the Recognition of Education received by a person, will be submitted to the University;
- 2.12. The head of the higher education institution is obliged to, on the basis of the order issued by The Ministry of Education, Science, Culture and sport of Georgia , to make enrollement of entrants/students with the right to study without passing the unified national exams within one year so as to ensure access of a person to the educational process and achieving the learning outcomes according to the rule of legislation. Act of the head of higher educational institution will be listed in the Register of educational institutions of the center;

Article 3. Obtaining of the student status at Master's degree step

1. Obtaining of the student status on the basis of the general postgraduate examination at the master's level

1. At the Second stage of academic education – Right to study at Master's degree program has a person having the bachelor's degree or equivalent academic degree, on the basis of the results of the general master's exam and the results of the internal university examination/examination. Also, (if there is a prerequisite for admission to certain programs) if other prerequisites for admission are met/successfully overcome. Obtaining University student status is also possible through mobility.
2. In a Higher education institution, registration of graduate candidates is underway within the period determined by the act of the rector of the University.
3. Duration of registration period for graduate candidates can not be less than 5 calendar days after the rector's Act was published on the official website of on the official website of the rector's act on registration of candidates for Master's degree.
4. Rector's act on registration of postgraduate candidates and the University publishes the results of the entrance examination/examinations on its official website. The subject of the examination of the internal university examination at the relevant Master's program is also for a reasonable period of time is previously published on the University's official website.
5. At Master's degree programs the deadlines for organizing admission internal university exam, submitting application for submission and the composition of the Appeal Board shall be determined by the act of the rector.
6. The Appeal Board may not consist of persons, who participated in the evaluation of graduate candidates;
7. If as prerequisite for admission to the educational program is determined the level of foreign language, the relevant language competency can be confirmed as an internal university exam, also according to general European competencies (CEFR)by submitting an English language certificate or in the last 2 years by studying at the relevant higher academic educational program, that exempts a student from taking an internal university exam.

8. 1 Enrollment of University graduate candidate is forming according to ranking points, on the basis of the agreement signed between the higher education institution and the candidate for Master's degree.
9. Master's degree candidate, who is enrolled in a higher education institution does not have a document certifying academic higher education recognized under the legislation – a Diploma, on the basis of the certificate on granting Bachelor's academic degree on the basis of the certificate on granting Bachelor's academic degree issued by higher education institution can be enrolled in the master's higher education program provided, that from enrollment to completion of one semester represents at the university the document certifying academic higher education as determined by the legislation – Diploma.
10. Regarding those persons, with whom it was signed agreements stipulated under 1.8 paragraph of this Article by higher education institution, on the basis of ranking document, an Unified act of Rector will be drawn up, in the unified act of the rector, the name of the master shall be indicated, Last name, personal number, general master's exam identification code, Educational program, on which graduate students obtained the right to continue their studies. Higher educational institution until October 5 Postgraduate examination reflects in the special electronic program an Information about the enlisted persons in accordance with the established rules.
2. ***Obtaining of the student status without passing the general master's exam at master's degree***
 - 2.1 Admission to the institution of persons with the right to continue studying without passing the master's exam on master's degree overall programs an admission to the institution of persons with the right to continue studying is carried out by the procedures set by the Ministry of Education, Science, Culture and sport of Georgia.
 - 2.2 studying without passing the general master's exams is allowed:
 - A) for graduate candidates, who received a document certifying the academic quality of higher education in a foreign country;
 - B) for foreign citizens (except for students participating in the Joint Higher Education Program), who learn/study and have received credits/qualifications in a foreign country in accordance with the legislation recognized by this country in the magistracy of a higher educational institution;
 - C) For Georgian citizens (Except for students participating in the Joint Higher Education Program and students participating in the exchange education program), who lived/lived for at least 75 days during one semester of teaching, learn/study and have received credits/qualifications in a foreign country in the magistracy of a higher educational institution recognized in accordance with the legislation of this country;
 - D) For graduate candidates, who were enrolled in higher educational institution without passing unified national exams, according to order N224/N of 29 December 2011 issued by Ministry of education and science of Georgia.

- E) For foreign citizens, who obtained the right to continue studying in the higher education institution of Georgia „before the enactment of the law of Georgia on higher education and they have a document certifying higher education recognized by the state in Georgia.
- 2.3 a person shall be obliged to obtain the status of a student, apply to the University and submit relevant documents:
- A) statement on the name of the rector of the East European University;
 - b) Copy of ID / residence card or in case of a foreign citizen, a copy of the passport translated into Georgian and notarized;
 - C) a copy of the document confirming the presence of military registration/military card (For citizens of Georgia subject to military registration);
 - D) a document certifying the receipt of a higher or equivalent education received in a foreign country / document certifying credits received in the magistracy in a higher educational institution of a foreign country translated into Georgian and notarized;
 - E) photo in 3X4 format-electronic version;
 - G) in the case of submission of documents by a person entrusted - a power of attorney;
- 2.4. Bachelor's degree or equivalent academic degree, to obtain student status, is obliged to pass the internal examination/exams determined for the corresponding master's program at the University;
- 2.5. In Foreign country, in accordance with the legislation of this country recognized in a higher education institution with master's degree in case of submitting a document confirming the received credits, the compliance of the completed educational courses is established with the training courses defined by the chosen program;
- 2.6. Person wishing to continue studying for an educational program without general master's exam, is obliged to determine the language of instruction specified for the program, pass/complete the job interview.
- 2.7. If a prerequisite for admission to an educational program is a determined level of a foreign language, the relevant language competency can be confirmed as an internal university exam, also according to general European competencies (CEFR) by presenting English language certificate, or the last 2 years' Learning relevant language higher academic education program, that exempts a student from taking an internal university exam.
- 2.8. Graduate candidate, who wants to study on Georgian language program and his mother tongue is not Georgian, the university will pass the relevant level exam in Georgian language; Persons wishing to continue studying in the Georgian language will be exempted if:
- A) present a B2 level Certificate of the Georgian language;
 - B) have received general and/or higher education/are taught in the Georgian language, at last 2 years, as evidenced by documented;
- 2.9. In case of existence of vacant places in the University and successful passing of an interview/oral exam by a person, the Rector of the university issues written consent about the possibility of

getting a person in the vacant place within the total number of students, in which, also, it is indicated an information about availability of interview video recording defined in paragraph 2.8;

- 2.10. Written consent issued by the rector, together with the relevant documents, the person will present to the LEPL National Center for Educational Quality Enhancement;
- 2.11. Document issued by LEPL National Center for Educational Quality Enhancement, Recognition of Education received by a person, will be submitted to the University;
- 2.12. The head of the higher education institution is obliged to, based on the issued order published by The Ministry of Education, Science, Culture and sport of Georgia, enrolment of persons with the right to study without passing the general postgraduate examinations within a year so to ensure the person's access to the learning process and achievement of learning outcomes in accordance with the legislation. Act of the head of higher educational institution reflected in the Register of educational institutions of the center;

Article 4. Obtaining of the student status at the Doctoral level

1. At the third stage of academic higher education – the right to study at doctoral educational program has a master's degree or equivalent academic degree.
2. At Doctoral program obtaining of the student status, is carried out if the prerequisite for admission defined by the relevant doctoral educational program is met.
3. PhD students wishing to continue their studies at the University is obliged to confirm the fluency of the English language at the appropriate level established by the precondition for admission to the program;
4. Competency of language possession by the contestant is established based on the results of the English language exams organized by the University; Persons wishing to continue their studies from the English language exam organized by the University shall exempt in cases where:
 - a) Represent language fluency according to general European competencies (CEFR) English language certificate;
 - b) Bachelor/Master / Doctoral Program in the last 2 years have passed in English, as evidenced by the document;
5. PhD candidate who wants to study at Georgian language program and his mother tongue is not Georgian, is a Certificate of B2 level of the Georgian language / Document confirming the passage of Bachelor/Master/Doctoral Program in Georgian language in the last 2 years or will pass the exam in Georgian language;
6. Candidate for post of doctoral student must submit an application to the faculty admissions Commission at University rector's name and statement should be attached:
 - A) autobiography (CV) of the contestant (data on education and labor activity);
 - B) Master's or equivalent academic degree diploma and notarized copy as enclosure (one stage, In case of presentation of the document certifying five-year higher education - Document certifying

- equalization with master's academic degree issued by LEPL-National Center for Educational Quality Enhancement);
- C) Notarized copy of education recognition document received in foreign country; (in case of Education received abroad)
- D) copy of identity card/passport (In case of a foreign citizen, a copy of the passport is translated into Georgian and notarized);
- E) photo 3X4 format (printed 2 pieces. And an electronic version on CD);
- F) notarized copy of the document certifying the presence of military registration/ Military card (for citizens of Georgia subject to military registration);
- G) Notarized copy or original of the international certificate confirming English language proficiency (At the level specified by the educational program) (if any);
- H) Cover letter and explanation, claiming that the applicant is not transferred to other educational institutions of doctoral studies;
- I) the concept of research, which should include the approximate title and structure of the work, substantiation of the significance of the subject and issue of the study.
- J) by a doctoral candidate the Motion of the presumptive scientific head selected from the composition of academic or invited personnel of Faculty of relevant field / direction and the consent of the head of the doctoral educational program.
- k) Doctoral candidates after submitting the requested documentation and confirming the competence to possess the language will be interviewed by the faculty admissions Sector Commission.
7. Based on submitted documents and interviews through Faculty admissions of the sectoral Commission, the dissertation Board shall make a decision on refusing to enrol or enrol on a candidate's doctoral program. Decision made by the recipient sectoral Commission, Dean of the faculty introduces the rector to issue an enrollment order;
8. Additional requirements and procedures for admission to doctoral programs Possibly will define / specify the minimum standard of doctoral degree”, „ Dissertation board and doctoral statute ” and rector's act.

Article 5. Obtaining of the student status at the Teacher training educational program

1. Right to enrol on teacher training educational program have a bachelor's or equivalent degree from individuals who pass examination of the subject/subject group organized by the National Assessment and examinations Center and exam/exams defined by University;
2. Persons enrolled in the program, which will be included in the ranking document based on the results of the examination/examinations determined by the University;

3. Enrollment of a person on the teacher training educational program And the issue of the administration of the educational process is regulated in accordance with the rule of“ teacher training educational program implementation”;

Chapter Three: student registration

Article 6. Administrative and academic registration

1. To gain the right to participate in the educational process, the student must pass administrative and academic registration before each semester.
2. Administrative and academic registration of students of educational programs at the University is carried out within the timeframe established by the order of the rector of the University.
3. Administrative registration implies Full payment of semester tuition fee by the student.
4. Academic registration implies the right to choose the courses offered on their own page in Electronic system for learning process management by the student (EEU-EL) or fixing of the Training courses at the Faculty Administration's student learning database . Student who has not passed administrative registration does not have the right to pass academic registration.
5. If the student failed to pay semester tuition fee within the established time frame, Administrative registration can be completed by elaborating individual payment schedule.
6. If the student violates the individual payment schedule agreed with the administration, a fine of 20 gel will be imposed and surcharge payable in the amount of 0,05% of the amount for each overdue day.
7. If the student has undergone administrative registration and has not passed academic registration, he has the right to use the amount paid in the next semester/semesters, for which the statement addresses the University.
8. Faculties are obliged to provide students with appropriate choice of courses, to offer education based on the program, a Student-centered curriculum, which will be placed in the relevant training process, the electronic management system of (EEU-EL) and the student has the means of his vision.
9. The student's curriculum will be evaluated according to the educational program,i the student is enrolled in the educational program through mobility or depending on its individual needs (Academic retardation, etc.), the relevant Faculty of the University ensures the offer of an individual curriculum favorable to it, taking into account the prerequisites of educational courses defined by the educational program.
10. If the student enjoys state funding and the state grant is fully transferred to his account, and the student passes the academic registration on less than 30 credits, the student shall retain the value of the remaining credits received as a grant and can use it during the basic term provided by the program.
11. In case of asymmetric load within the period provided by the program (Eg. Annual 60 credits are distributed in the fall semester 25, And 35 credits in the spring semester) the student pays the tuition fee according to the standard, semester fee;

Chapter Four: student workload and assessment

Article 7. Student workload and assessment of his achievements

1. Student activities (student workload) include:
 - A) Attending a lecture, working in a working group, seminar, practical or laboratory studies, etc;
 - B) Independent studies;
 - C) training, scientific and industrial practices;
 - D) preparation and passing of examinations;
 - e) Work on Educational-Scientific paper (Coursework, report at conference, scientific letter, patent application, Diploma, bachelor's, master's or doctoral thesis, also doctoral dissertation);
 - f) protection and preparation of a scientific work for publication.
2. Credit is used to evaluate students' activities – a unit that expresses the volume of work performed by a student to learn a single subject, expressed in the unit of time-hours. One credit at the University includes student study activities (Student load) 25 astronomical hours.
3. Student workload during one academic year includes an average of 60 credits.
4. Considering the peculiarities of the higher education program and/or the student's individual learning plan, is allowed to exceed 60 credits or be less than 60 credits. The annual workload of the student shall not exceed 75 credits.
5. Within the educational program of the medical doctor taking into account the duration, volume and structure determined by the relevant sectoral characteristics the student's annual workload includes 60 (ECTS) credits. The student's individual curriculum may define the student's annual workload with more than 60 credits, within the duration determined by the sectoral characteristics of the educational program of Diplomate medic, the total number of credits added above 60, the total should not exceed 15 credits.
6. By request to add credit the student shall apply to the rector no later than five weeks after the beginning of the study;
7. Additional credit to register, the student must pay an additional loan fee;
8. The value of one credit is calculated by the formula: The cost of the educational program divided by the volume of the program (Eg. 2250 gel / 60 credits).
9. Credits are distributed among all components of the educational program (Such as Module, Training Course, practice, etc.). The training component is one-semester.
10. Credit reflects the amount of work required to complete a particular component and to achieve learning outcomes.
11. Credit can be obtained only after achieving the learning results provided by the syllabus of the relevant training course by student, which is manifested by one positive assessment under Article 21, subparagraph "A" of this article.
12. After achieving the results of the study course the maximum rate of the student is 100 points.

13. Evaluation of student's achievements is carried out on the basis of the evaluation of intermediate assessments and final exam and the corresponding syllabus stipulates.
 - a) Intermediate assessment (intermediate exam/exams, project, presentation, abstract, etc. Sh. - Current semester evaluation);
 - B) evaluation of the final exam.
14. The number of intermediate and final exam scores is determined by the syllabus of the relevant training course. It is inadmissible to score more than 40 points and less than 30 points in the final Test, except as provided for by program peculiarities, in accordance with the rules established by the legislation.
15. In case of failure of valid reason for Midterm exam the student has the right to recover. In case of missed midterm exam without good reason, the student can apply to the university administration with a request for his / her reinstatement, in case of satisfaction whereof the student shall be obliged to pay the fee for resuming the intermediate exam for no good reason in the amount of Gel 50.
16. students of Bachelor's, master's and teacher training programs are eligible to pass final exam If the maximum 70 points in the interim assessment will score no less than 26 points, and in case of maximum 60 points – no less than 21 points unless otherwise determined by educational program/course syllabus (In the syllabus of the training course, the minimum competency limit may be established in the form/forms of intermediate assessment)
17. Doctoral and postgraduate medic one stage Educational programs students are eligible to pass final exam if the maximum 70 points in the mid-term assessment are not less than 36 points, and in case of maximum 60 points – no less than 31 points if the educational program / course syllabus is not defined otherwise (In the syllabus of the training course, the minimum competency limit may be established in the form/forms of intermediate assessment)
18. To receive a positive evaluation at the final exam the student should score at least 15 points in case of 30 points for the maximum assessment and in case of maximum 40 points-not less than 20 points unless otherwise provided by the educational program/course syllabus. otherwise, the student is graded with 0 points in the corresponding component.
19. Final examination for conducting the mandatory form of a written test, in field/training course on the specifics of the conditions provided for by law. Taking into account the specificity of the training course, it can also be combined and should contain writing and oral components, in this case, the exam will be deemed to be passed, i in each component the student receives at least 50% of the points set for this component (writing/oral) , unless otherwise provided by educational program/course syllabus.
20. At Master's / doctoral level the Scientific-research component (thesis) is evaluated one-time, only in the final assessment, according to the criteria determined by the subject education program. Graduate students shall be assigned qualifications i case of receiving at least 51 points out of the

- maximum 100 points in the scientific-research component, and PhD student in case of receiving satisfactory (rite) assessment.
21. Graduate / PhD student, which can not complete scientific-research work within the period established by the educational program, is entitled to the next, extra semester, when he completes his work to submit completed work in accordance with relevant requirements.
 22. University assessment system provides:
 - a) five types of positive assessment:
 - (A) Excellent (grade) – Maximum valuation 91,00 points;
 - (B) Very good-the maximum assessment of 81-90 points;
 - (C) Good-a maximum valuation of 71-80 points;
 - (D) satisfactory-61-70 points for maximum valuation;
 - (E) Enough-51-60 points for maximum assessment;
 - b) Two types of negative assessment:
 - (FX) Failed to pass – 41-50 points of maximum assessment, which means that the student needs more work to pass and is given the right to pass an additional exam with independent work;
 - (F) Failed – Maximum valuation of 40 points and less, which means that the work done by the student is not enough and he has to study the subject from the beginning and again.
 23. Under Article 21, subparagraph " B " of this article „(FX) Failed to pass - in case of receiving evaluation 41-50 points ", the student has the right to pass an additional exam in the same semester. The lag between the announcement of the main test results and the additional test should be no less than 5 days.
 24. In case of receiving FX valuation of Master of Science and research component (thesis) it is inadmissible to submit a thesis for repeated defense of the thesis in the same semester. The student is entitled to repeated defense of the thesis, to present in the next semester the revised scientific-research component (thesis). In case of receiving F (unsatisfactory) evaluation of Master of Science and research component (thesis) the graduate student loses the right to submit the same scientific-research component (thesis)
 25. Evaluation issues of doctoral dissertation are determined by the dissertation board and the doctoral statute.
 26. Based on Training courses of the educational program, depending on their specificity, intermediate evaluation components and criteria are established, and their specific share in the overall evaluation system.
 27. Deadlines for conducting intermediate and final examinations in clinical courses is determined based on the duration of the teaching of the relevant course, in accordance with clinical rotation and is determined by the syllabus of a particular training course.
 28. Intermediate and final written exams are held at the University with centralized system, according to the " regulations of the examination center" and " rules for conducting examinations".

Article 8. Grand Point Average (Grand Point Average - GPA)

1. The level of student's academic performance at the university is determined by the scores obtained in the training courses, also with the 4-point equivalent of the above points - by Grand Point Average (GPA);
2. Student-received Grand Point Average towards Credits (GPA) will be calculated at the end of each semester, as well as at the end of each academic year, Based on all estimates received during the corresponding period.
3. In order to calculate Grand Point Average (GPA) towards credits, it is initially intended to determine the conformity of the student's assessments by the principle presented in table with GPA:

Transfer of 100-point estimates to 4-point estimates table		
Assessment	Score indicator	GPA
A	96-100	4.00
	91-95	3.65
B	86-90	3.30
	81-85	2.95
C	76-80	2.60
	71-75	2.25
D	66- 70	1,90
	61-65	1.55
E	51-60	1.00
F-Fx	0-50	0.00

4. Students ' semester GPA is calculated to obtain rating data, when the negative assessment is calculated; Semester GPA is calculated by the formula: $GPA (\text{semester}) = (\sum GPA \times \text{for each course of study with corresponding credit}) / \text{total of credits registered in semester}$;
5. When calculating of **Summary/ Grand Point Average of the students** an average score of evaluation received by the student in each course (GPA) is multiplied by the number of credits of this course and the sum of the derived increments is divided on total number of credits received within the educational program. Summary GPA is calculated by the formula: $GPA (\text{Summary}) =$

(Σ for each course of study GPA x Corresponding credit) / on the total number of credits received within the educational program);

6. 6. If the graduate'S GPA (summary) is not less than 3,5 - Diploma is issued – with honors; in other cases-diploma ordinary

Chapter Five: student status

Article 9. Suspension of student status

1. Suspension of student status is considered temporary dismissal from participation in student learning process and suspension of the validity of the rights and obligations of the University and the student without termination of the status.
2. During the suspension of the status, the action of the educational service agreement signed between the University and the student is suspended and the parties during the suspension period shall be exempt from contract obligations performance, except where the obligation originated before the status was suspended (Financial obligation before the University, possession of material property of the University, etc.).
3. Suspension of student status is carried out on the basis of the law of Georgia on higher education, №10/6 order approved by the The Ministry of Education, Science, Culture and Sport Minister, as of February 4, 2010 on "The procedure for moving from a higher education institution to another higher education institution“, present regulations, legal acts applicable to the University and in accordance with the contract of educational services.
4. The grounds for suspending student status are:
 - A) personal statement (without specifying the reason);
 - B) failure to complete administrative or academic registration within the established period;
 - C) study in a foreign country, in a higher educational institution (except for studying in partner higher education institutions within the framework of the exchange program);
 - D) Pregnancy, childbirth, child care or deterioration of Health;
 - E) Under the current legislation, by „Doctorate of minimum standards, the“ dissertation Council and doctoral regulations“, „plagiarism detection, prevention and plagiarism cases, the response rule“ and other circumstances provided for by the educational services agreement;
5. By request to suspend status, the student is entitled to apply to the university rector no later than 4 (four) weeks after the beginning of the educational process.
6. In case of Status suspension , student tuition fee will not be refunded. In case of Status suspension case before expiry of the term defined by paragraph 5 of this Article, he enjoys the right to use the fees paid in subsequent semesters.
7. 4 (four) weeks after the beginning of the educational process the student loses the right to suspend the status and use the fees paid in the next semesters, except for such cases of deterioration of Health, why he will not be able to get the services rendered by the University.

8. The rector's order on suspension of student status shall be issued, which will be reflected in the Register of educational institutions within 5 days after publication (hereinafter – registry) by the person responsible for the production of the registry.
9. The maximum term for suspending student status is 5 years. After the expiration of this term, student status will be terminated.

Article 10. Restoration of student status

1. In case of elimination of the circumstances set forth in Article 9 of this regulation, which was the basis for the suspension of student status, the student is entitled to a personal statement to restore the status of the student (Except for suspension of status in case of failure of administrative registration, in such cases, a student who does not pass administrative registration E. I. If he does not pay the tuition fee, the student's status is suspended by the University, in case of repayment of this financial debt, the university will restore the status of the student without his personal statement (It is considered to reveal the will to restore status the transfer of of his prescribed tuition fees for university bank account).
2. Students with suspended status recovery is possible in the same academic program under the same conditions.
3. Student status can be restored within one month after the beginning of the educational process.
4. The rector's order on the restoration of the suspended status of the student is issued and the person responsible for the production of the Registry shall ensure that the status is restored within five days after the restoration the reflection of relevant data in the registry.
5. If the status is restored, the student shall retain the credits obtained before the status is suspended.

Article 11. Termination of student status

1. The grounds for termination of student status are:
 - A) personal statement;
 - B) Failure to restore status within 5 years after suspension of student status, except as provided for by legislation;
 - C) Submission of false documents or incorrect information to the institution, which influenced the positive decision on enrollment;
 - D) behavior (ethics) law violations, as evidenced by the same code to the prescribed Disciplinary/Ethics Commission decision;
 - E) Expiration of an additional period of duration of training/education without completing the program-academic lag;
 - F) In the same training/education course three times receipt of the negative final assessment under Paragraph " B " of Paragraph 22 of Article 8 of this regulation (Diplomed Medic of the Faculty of Health one stage (English-language) program for students based on program features);“
 - G) transfer to another educational institution by mobility procedure;

- H) death or declaring a dead person as determined by legislation;
- I) Other cases provided based on “ minimum standard of doctoral degree”, " dissertation board and doctoral statute“, ,, In order to detect, prevent, and respond to plagiarism cases“;
2. Termination of student status implies early termination of Educational Service Agreement.
 3. In case of Status termination, the tuition fee paid is a penalty and the student is not refunded, except when the student's status was terminated by a personal statement by the reason for the refusal to issue a Georgian visa approved by resolution no 280 of 23 June 2015 of the government of Georgia of "The procedure for issuing a Georgian visa, prolongation of its validity and termination of validity“ based on the 28th article subparagraphs "b", "f", "g", "h" or "K", or if at the border of Georgia was refused entry to the territory of the country, or other reasons that make it impossible for a student to enter Georgia / obtain a visa. In this case, the student has to request with the termination of the status and return of the money at the University must submit a notarized application, the decision on refusing to issue a visa shall be attached to the decision of the relevant authorised body, or a document confirming refusal to enter the territory of the country.
 4. On the Termination of student status, the order of the rector of the university shall be issued, which shall be reflected in the register within 5 days after publication.
 5. Legal consequences provided for by the order on termination of student status will emerge twelve months after the order was issued (Except for the cases of termination of status on the basis of paragraphs "G"and " H " of Paragraph 1 of this article). In this period of time, the status of the student is considered suspended and the student is entitled to enjoy the right to mobility, according to the legislation.
 6. After issuing an order on termination of student status he / she is entitled to receive documents in his / her personal case within reasonable time upon request from the University.
 7. In case of termination of student status, its re-extraction is allowed in accordance with the legislation.

Article 12. Registration in Additional semester

1. A student who fails to complete the program within the timeframe set by the educational program and failing to earn an appropriate degree, has the right by self-finance to continue his studies over the next eight semesters at Bachelor's degree level, over four semesters – on a single-level educational program and teacher training program, during six semesters-at master's degree level;
2. Registration of doctoral students in additional semester is governed by "doctoral minimum standard" and " dissertation board and doctoral statute“;
3. Tuition fee of registered student in additional semester is determined based on its individual needs, in accordance with the cost of credits for digestible training courses.
4. By the request to register for an additional semester, the student should apply to the rector within the established time frame for registration.

Chapter Six: student mobility

Article 13. Person with the right to mobility

1. A person with the right to mobility shall have the right to enroll in a facility as determined by legislation and at the moment of registration for mobility on the electronic portal is the student of the institution.
2. The right to mobility also has a person who has obtained the status of a student in accordance with the legislation, however, the status of the student has been suspended at the moment of registration on the electronic portal, also a person who has successfully overcome the unified national exams and which failed to apply to the specified institution with enrollment request at the ranking the document approved by the Ministry of Education, Science, Culture and Sport Minister, since the institution was liquidated without determining the legal rights, the institution has lost its authorization or the educational program is no longer implemented.
3. Right to move from a higher education institution to another higher education institution the student is produced after one year of teaching at the relevant level of Higher Education.
4. The teaching period does not include the time, during which the student's status was suspended.
5. Master's degree student, having passed the master's exam in 2015-2019, has the right to mobility and internal mobility only in the educational program, which corresponds to the type of General master's test passed by him.
6. If the institution was liquidated without determining the successor, the institution has lost its authorization or the educational program is no longer implemented, the student has the right to mobility regardless of the duration of the study period.
7. Mobility can be implemented within one level of Higher Education.
8. Mobility from vocational education program to academic education program is inadmissible.

Article 14. Mobility process administration

1. Department of education of the university, based on information determined by the order of the rector, within the timeframe defined by the order of the director of Education Management Information System provides registration of mobility applicants' places in a defined form.
2. By order of the rector of the University, are determined the list of documents submitted by the mobility applicant to the institution, deadlines, Composition of the credit recognition Commission and prerequisites for enrolling in educational programs (If necessary), which means establishing the compatibility of the mobility applicant's knowledge and skills with the educational program. Prerequisites are determined by the program director and submitted to the relevant faculty, which, in turn, provides the above information to the Department for education.

3. University, if necessary, is authorized mobility for those wishing to send a reasoned request on of presenting of additional documents.
4. Credit recognition Commission establishes the compatibility of learning outcomes achieved within other educational programs by the person wishin the mobility to the Educational programs offered by the University, for which checks the compliance of the components of the program passed by the student towards the Educational program of the institution, the issue of legality of student enrollment, the possibility of recognition of the passed program, compliance of student data with the prerequisites for enrollment in the recipient program (If applicable) and prepares a conclusion on recognition of credits earned by mobility applicants.
5. Recognition of credits shall be formalized by reasoned decision/conclusion of the credit recognition Commission, in which it will be specified the compliance of the educational program passed by the student with the relevant program of the University, also the number of recognized credits. Credits earned under the program of the institution shall be recognized, on which an enrollment and training was carried out according to the legislation.
6. As a result of content study it is possible to determine the compliance of the courses provided by the student and the educational program, despite the difference in their names.
7. It is permissible to recognize the course of study, which is provided by the university educational program. The commission is authorized to calculate student's workload with credits as determined by the legislation in the case of the educational program, which is not performed in accordance with the European credit transfer system.
8. Upon the consent of the student wishing mobility The recipient institution in the register reflects the draft legal act of student enrollment and related information in accordance with the form established by the individual administrative act of the Head of management system, after which the management system checks the compliance of student data with the institution's order Project with the requirements of this rule, registry and electronic mobile data and issue an electronic conclusion about the possibility of enrolling students with mobility indicated in the project. The management system is authorized to request additional information;
9. After receiving positive conclusion from Education Management Information System on command project the order of the rector will be issued in 1-October to autumn and 1-March to spring semester rule on enrollment of Student mobility. The order shall be reflected in the register within two working days after publication and within three working days are sent to LEPL Education Management Information System;
10. Students moving from university through mobility after implementing relevant changes in the registry under the University rector's act the Student status will be terminated, and within 1 Week from the student's application documents in student's personal case will be issued upon request.

11. The mobility applicant, who does not apply for the application within the time frame established by the University regarding the enrollment, is losing the right to enrol on the mentioned educational program, except as provided for by legislation.
12. In case of using mobility, Order on termination of student status and electronic version of information related to it in accordance with the form established by an individual administrative act of the Director of LEPL information system for management will be presented until October 7 Autumn to Education Management Information System or until March 7 in the spring semester.

Article 15. Internal mobility

1. Internal mobility implies a change of educational program by the student within one stage of academic education within the University.
2. Internal mobility is announced twice a year, procedure and deadlines are approved by the order of the rector.
3. Based on the application of the student wishing internal mobility the issue of compatibility of credits assimilated by the student is discussed and the recognition Commission in accordance with the rule of recognition of received education, will develop an appropriate conclusion.
4. Relevant Faculty of the University, based on Student's agreement, sets required individual curriculum to achieve the learning outcomes provided by the given educational program within a reasonable period of time. If the student agrees, to continue studying under the terms offered, an Internal mobility is formalized by the rector's legal act and the data will be reflected in the registry within 5 days.
5. In case of implementation of internal mobility the recognition Commission is obliged to check the compliance of student data with the prerequisites for enrollment in the recipient educational program.
6. Transfer of student's internal mobility to another educational program shall be formalized by the rector's act. After the completion of the internal mobility process, the university is obliged to, within 2 weeks, provide information to the LEPL Education Management Information System.

Seventh chapter: exchange program and recognition of Education

Article 16. Exchange program

1. Exchange program gives students the opportunity, to study/learn during the duration of the educational program at the partner university;
2. Exchange program will be implemented within the partnership agreement signed between East European University and other universities, which will be formed based on Written information received from LEPL - National Center for Educational Quality Enhancement on

recognition of a higher educational institution in accordance with the legislation of this country;

3. Student participating in the exchange East European University

- 3.1. To select students participating in the exchange program, the University announces competition and information about the terms and conditions of registration is published publicly, on the website of the University;
- 3.2. Student with active status at East European University, who wants to participate in the exchange program, within the established time frame should apply to the University;
- 3.3. Students participating in the exchange program shall be obliged to, in order to establish linguistic competence, pass the exam organized by the University in English / foreign language;
- 3.4. The contestants are exempt from the exam, who are studying the English language educational program or represent according to the general European competencies of language ownership (CEFR) Certificate of possession of relevant level of English language;
- 3.5. A student who will take a positive assessment in the English language exam, is obliged to pass a job interview (**Interview criteria see. Annex 1**) with the relevant commission, who makes a decision on participation in the student exchange program;
- 3.6. Student participating in the exchange program on the basis of consultation with the faculty establishes the list of courses to be completed in partner higher educational institutions;
- 3.7. Between East European University and partner university, about each student participating in the exchange program the Training agreement is being formalized, signed by: a student himself, partner of the University and recipient of the university responsible persons;
- 3.8. Recognition of teaching courses under the exchange program takes place in accordance with the rule of recognition of received education, by Credit recognition Commission; Credit recognition document together with the document obtained at the partner university, based on which it was occurred the credits recognition, the Student should present at the National Center for Educational Quality Enhancement in accordance with Article 17 of this rule paragraph 3;
- 3.9. The student participating in the exchange program does not complain about the status of the student;

4. Partner university student participating in the exchange program

- 4.1. For Partner university students participating in the exchange program East European University before the start of the educational process for reasonable period of time before establishes the terms and conditions of registration;
- 4.2. Information for Partner university students participating in the exchange program will be published in the university website and is sent to the partner university;
- 4.3. Partner university, within the Timeframe set will submit in eastern Europe the candidates willing to participate in the exchange program;

- 4.4. After fully presenting the documentation by the student participating in the exchange program the Training/educational agreement to be signed: a student himself, partner of the University and recipient of the university responsible persons;
- 4.5. Partner university student participating in the exchange program continues to study at East European University at the appropriate level of teaching/education, on the basis of the Act issued by the rector;
- 4.6. Partner university student participating in the exchange program is not included in total number of students of East European University;

Article 17. Recognition of received education

1. Recognition of education (credits) received by a person in another higher education institution is implemented by the university credits recognition Commission, establishing compliance with the received knowledge, skills and values educational program in compliance with the relevant provisions of the same regulation and the requirements of the "rules for recognition of received education" operating at the University.
2. Credit recognition commission is authorized, to recognize the learning outcomes achieved within one qualification of academic higher education for purposes of other qualification ;
 - 2.1. Subject to recognition is learning outcomes achieved by a person within the educational program of the relevant level by overcoming another educational program of the same level of academic higher education for the purposes of assigning relevant qualifications;
 - 2.2. Subject to recognition is the Credits received within the higher education program, to which enrolment and training is carried out according to the procedure established by the legislation of Georgia;
3. Recognition of Education received abroad by a person is implemented by LEPL "National Center for Educational Quality Enhancement" , According to the rule established by legislation..
4. During the Study abroad (until the completion of the scientific work) on recognition of completed research components of research components performed under the doctoral educational program the decision is made by the University.

Chapter Eight: rights and obligations of the student

Article 18. Student rights:

1. *The student is entitled to:*
 - 1.1. Receive educational services and quality education from the University;
 - 1.2. Take part in scientific-research activities;
 - 1.3. Take part in the activities planned by the University;

- 1.4. On equal terms, take advantage of material-Technical, Library, Information and other resources of the University;
- 1.5. Enjoy University student services;
- 1.6. Establish or join student organizations/clubs in their own interests;
- 1.7. Take part in the development of individual curriculum;
- 1.8. Periodically evaluate the various services offered by academic programs, educational process, academic personnel and the University;
- 1.9. Openly and freely express their opinions and schedules;
- 1.10. Apply to the Office of the Student Ombudsman for services to students ' rights and freedoms;
- 1.11. Choose a representative and be elected in student self-government, representative Council and faculty council in accordance with the internal regulations of the University.
- 1.12. Participate in the work of accreditation/authorization self-assessment groups and in the development of educational programs;
- 1.13. Enjoy the right of mobility in accordance with the established rules;
- 1.14. Write a complaint/statement academic and administrative organs, and staff regarding the activities of the;
- 1.15. Request examination paper / application and feedback from the teacher as well as transfer of the thesis to the Appellate Commission in compliance with the procedures established by the regulations for conducting examinations;
- 1.16. According to the legislation of Georgia and internal legal acts of the University, to get information about university activities;
- 1.17. To carry out other powers granted by the legislation of Georgia, the University's internal legal acts, and contract

Article 19. Student duties:

1.Student is obliged to:

- 1.1. Constantly to be informed about the university website and the information published in the electronic system of educational process management and also domestic legal acts relating to the educational process and tuition fees.
- 1.2. Within the timeframe and manner set by the University to pass administrative registration (pay tuition fees) and academic registration;
- 1.3. According to the program established by the University to learn all the subjects chosen by their own will and whose studies are mandatory.
- 1.4. Ensure proper handling and protection of property, equipment and materials owned by the University, otherwise with respect to his handling of the university conduct (ethics) code of conduct and disciplinary norms of the events. Due to the damage caused to the University the student will be held responsible according to the legislation of Georgia;

- 1.5. Fully to pay the tuition fee established by the University and stipulated by the agreement according to semester services provided by the University;
- 1.6. Do not damage the University's internal electronic applications;
- 1.7. Do not commit academic falsity/plagiarism;
- 1.8. In case of academic falsification, inform the relevant structure.
- 1.9. Submit to the University truthful information personal and contact data, also all documents provided for by the legal acts of the University and in case of their change, inform the University/update personal information in the electronic system of learning process management;
- 1.10. 1.10. Ensure respectful treatment of co-claimants and follow the norms of ethics when expressing their opinions;
- 1.11. To follow terms/rules stipulated under the code of conduct (ethics) of the University', „ Plagiarism detection, avoidance and response to plagiarism cases”, in this manner, the contract and also the requirements established by other legal acts related to the educational process at the University;

Chapter Nine: completion of the educational program

Article 20. Completion of the program and awarding qualification

1. In case of Student's ability to develop relevant level competencies and after the accumulation/research of number of credits component of the performance after undergraduate/ one stage provided by Higher education/ Master's/ doctoral program and after performing the research component, the student is given the qualification provided by the educational program.
2. For graduates of higher/ teacher training educational/ graduate programs Undergraduate(bachallauriat)/one stage, qualification shall be granted by the relevant Faculty Board. The dissertation Board of the faculty holds the academic degree of Doctor and the procedures for granting qualifications are determined „ With the minimum doctoral standard" and " dissertation board and doctoral statute“.
3. Decision of Faculty Council / dissertation board about granting qualification to graduates will be presented to the rector of the University, which issues an order on issuing a diploma to the relevant student. Decision of Faculty Council / dissertation board, which is formalized by the relevant protocol, is an integral part of the order issued by the rector.
4. Awarding of the qualification for graduates is confirmed by the Diploma of the appropriate level, which is approved by the rector and agreed with The Ministry of Education, Science, Culture and sport of Georgia and the Ministry of economy and sustainable development of Georgia.
5. Undergraduates of Undergraduate/one stage / graduate programs, whose GPA is less than 3.5 are awarded a diploma-with honours.

6. Diploma will be attached with a state document certifying higher education-diploma supplement form- prepared according to the order of the Ministry of Education, Science, Culture and Sport Minister, 2005 from April 5, №149
7. The Decision of the Faculty Council on completion of the program on persons enrolled in teacher training educational program will be submitted to the Rector, who will issue the order on its basis On preparation and issuance of teacher training certificates for graduates.
8. The certificate is attached to the certificate attachment according to the order N142/N of the minister of education and science of Georgia of October 26, 2016.
9. The graduates are awarded the Diploma/teacher educational certificate with an appendix and it is confirmed that he has no financial or other liability before the University.

Tenth chapter

Article 21. Final provisions

1. This provision is approved, is changed and voided, by the rector of the University;
2. To be declared as invalid University's legal act/norm, which regulates matters differently from the present provision.

participating in the exchange program Criteria for interviewing students (Maximum score - 5)	
Point	Motivation (Maximum point-3)
3	The student is fully aware of the importance of participation in the exchange program/international mobility in the context of his professional, academic and personal development; The conversation is argumentative and persuasive
2	The student is aware of the importance of participation in the exchange program/international mobility and results, in general terms of an Academic / career development, however, he can not specify what will affect him personally and his personal development
1	The student has not clearly understood an importance of participation in the exchange program/international mobility for an Academic/career development, and he believes that participation in the exchange program will mainly affect only his personal development;
0	The student is unable to understand or substantiate the importance of participation in the exchange program/international mobility and its results;
Point	Readiness (Maximum point-2)
2	The student is thoroughly familiar with the program/training courses, which he wants to pass the within exchange program/international mobility and understand the importance of the results provided by the program/training courses; Also, he is realizing the difficulties and challenges of living and learning in a foreign environment;
1	The student is familiar with the program/courses, but he has not fully formed, which courses he has to pass and what results to achieve; Also he is not fully aware of the difficulties and challenges of living and learning in a foreign environment;
0	The student does not know the program and does not realize the difficulties of living and learning in a foreign environment;