



EAST
EUROPEAN
UNIVERSITY

GUIDEBOOK FOR INTERNATIONAL STUDENTS

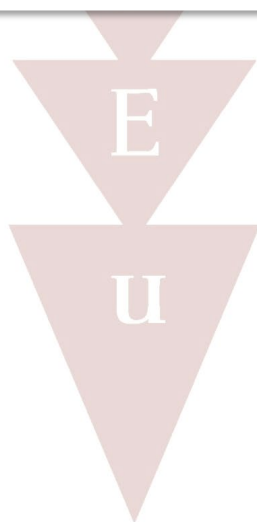
The guide aims to inform the EEU students about the learning process, university life and the opportunities and challenges offered to the students by the East European University!

EEU wish you a successful student life!

GUIDEBOOK FOR INTERNATIONAL STUDENTS

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

EEU wish you a successful student life!



Content

Rector's Welcome

1. About EEU	7
▪ History	7
▪ Mission	8
▪ Goal	8
▪ Priorities	8
▪ Programs	9
▪ Partner organizations and international universities	15
▪ Campus facilities	17
2. Preparing to come Georgia	21
▪ Permit and visa	22
▪ Accommodation	23
▪ About Georgia	24
▪ Weather and Clothing	24
▪ How to get to your campus?	25
▪ COVID 19	26
3. registration procedures and Residence permit	27
▪ Orientation Days	28
▪ Registration procedures	28
▪ Residence card	28
4. Academic information	29
▪ Academic calendar	30
▪ Tuition fees	30
▪ Academic and administration registration	31
▪ Student's status	32
▪ How to use student electronic base?	33
▪ How to get notice?	37
▪ Assasymment system	37
▪ Examinations	40
5. students support services	45
▪ Student's rights and obligations	46
▪ Student's self-government	48
▪ Consulting and support service	49
▪ Career development: traning-courses, internship	52
▪ Student Psychological Support Service	53

▪ Support services (including financial support) for socially vulnerable students.....	54
▪ Accessibility Services.....	54
▪ Distance Learning Services due to the Pandemic.....	54
▪ Student Ombudsman Office.....	55
6. Daily life in Georgia	56
▪ Public Transportation.....	57
▪ Personal Safety & Insurance.....	58
▪ Banks	58
▪ Phones and internet, Post office.....	61
▪ English-Georgian Dictionary	62

annex 1 - Definition of terms



Rector's Welcome

Welcome to East European University!

I am delighted to welcome you to Eastern European University!

Eastern European University (EEU) aspires to implement education international standards in teaching and scientific research. EEU has gained authorization and accreditation for educational programs in accordance with the Georgian legislation rules and standards. The university aims to be the leading institution within the field of higher education in Georgia, offering undergraduate, master, and doctoral degrees, with 20 educational programs in the faculties of law and social sciences, healthcare, business, and engineering.

With EEU, you get ample opportunities to participate in exchange programs at leading European universities, obtain dual diplomas, gain knowledge from qualified tutors, participate in scientific research/projects, and gain funding and scholarships.

EEU programs are designed following a thorough analysis, experience, and modern Labor market requirements of international universities. Modern teaching methods and technologies are successfully implemented within the educational process. You will have the opportunity to improve scientific and practical skills, which will play a key role in your future professional success. The EEU will provide a significant role in your career advancement.

Your student experience is enhanced with our completely new university campus, equipped with modern technological infrastructure, classrooms, and IT services, recreational and sports playgrounds, a modernized library, providing you with the best environment to thrive.

We are confident that EEU education programs and university services will ensure your future development. The years spent at EEU will be unforgettable and rewarding for you.

We strongly believe you will gain the knowledge which can be used in real professional life.

Sincerely,

Dr. Kakhaber Lazarashvili

Rector



Chapter 1

About EEU

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



ABOUT EEU

Name: East European University Ltd (შპს. აღმოსავლეთ ევროპის უნივერსიტეტი)

Acronym: EEU

Type: Private

Founded: 2012

Rector: Kakhaber Lazarashvili

Location:

- ▶ 1, futkaradzze str. 0178 Tbilisi, Georgia ;
- ▶ Davit Aghmashenebeli Alley 12th km., Enukidze str. 6. Tbilisi, Georgia

Campus: 2 urban campuses

Motto: Receive the Education that makes your Future !

Website : <http://eeu.edu.ge/en/>

Our History

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

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

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

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




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

¹ <https://eqe.ge/eng/decisions>

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

Our Mission

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

-  *The introduction of international standards following Georgian, and world cultural values, create an educational environment based on the integrity for all teaching and research activities.*
-  *Help students and staff flourish academically, morally, and civically, by providing high quality teaching, scientific research, and fellowship.*
-  *Contribute to Georgian and wider society through wisdom and dignity.*

Our Vision & Values

► THE VISION OF EAST EUROPEAN UNIVERSITY IS:

To make EEU an internationally recognized institution integrated into the European educational space and a leading institution within the field of higher education in Georgia. To ensure the expansion of research potential and the qualification of competitive specialists. To follow democratic principles and develop civic responsibility amongst the students and staff.

► OUR VALUES⁴:

THE MAIN VALUES OF THE UNIVERSITY ARE: **UNITY (INTEGRITY), RESPECT, EMPATHY, SUPPORT, CONSCIENTIOUSNESS, FREEDOM OF THINKING AND EXPRESSION, COOPERATION AND BENEVOLENCE (GOODWILL)**

Our Priorities

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

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

³ Statute of East European university, p.2

⁴ <https://eeu.edu.ge/sample-page-2/plan-of-development/?lang=en>

Educational Programs

Currently the East European University (EEU) runs 19 Undergraduate, postgraduate and PhD programs in faculties of Law and Social Sciences, Business and Engineering, as well as Healthcare Sciences.

Bachelor's Programs:

- Medical Doctor (MD, English medium)
- Business administration (BBA, English medium)
- Business administration (BBA)
- Law
- International relations
- Architecture
- Psychology

Master's Programs:

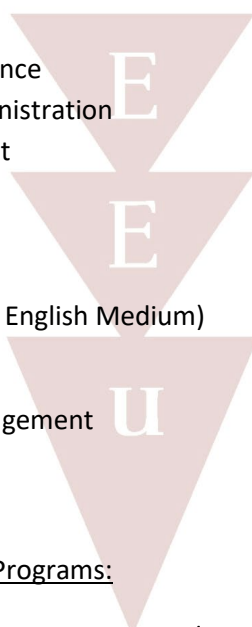
- Law
- Public Administration
- Business administration in Finance
- Educational research and administration
- Human Resources management
- Agribusiness management
- Architecture
- Digital Management
- Business Administration (MBA, English Medium)

Doctoral programs:

- Business administration - management
- Law
- Education Sciences

Teacher Preparation Educational Programs:

- Teacher of Georgian language and literature / lower /upper Secondary School Teacher of Georgian Language and Literature
- English language teacher; / primary and lower /upper Secondary School Teacher of Foreign Languages – Teacher of English



Medical Doctor (MD)

Academic Degree/Qualification: Medical Doctor (MD)

Programme Duration, Credits and Structure: Students should complete a minimum of 360 ECTS credits for the successful completion of the programme. Programme consists of 6 academic years/12 semester.

Language of Instruction: English

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

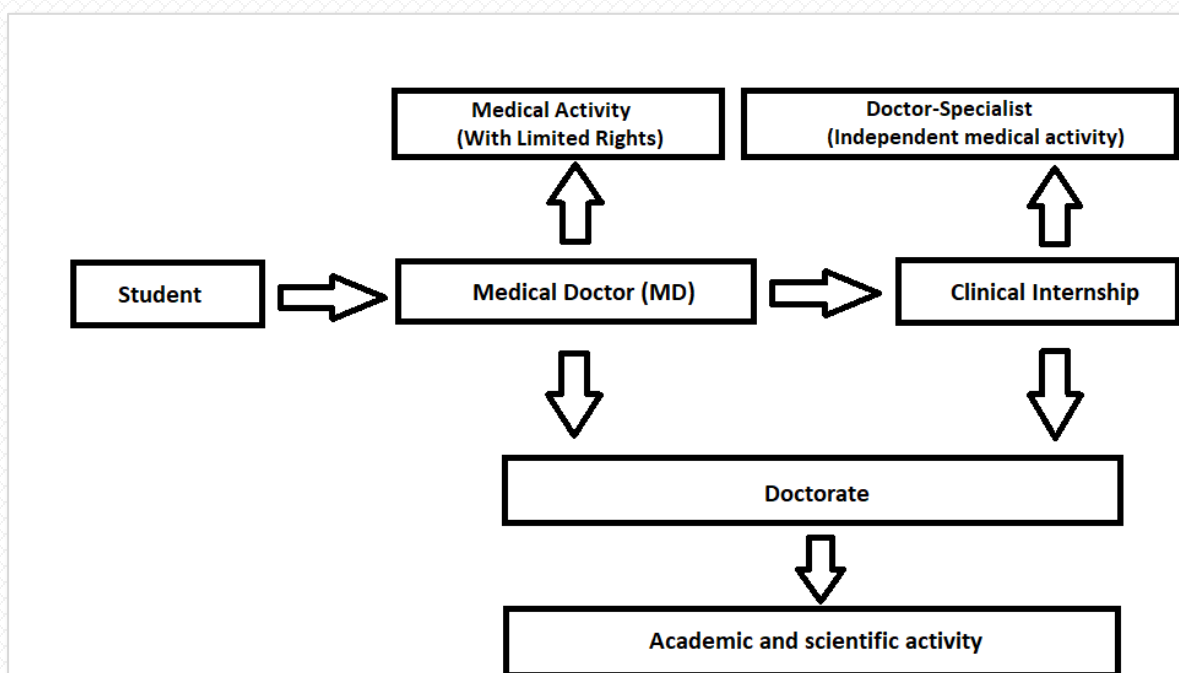
Tuition and Fee for Overseas Students: 5000 USD (the fee covers tuition fee of one academic year and health insurance).

In order to develop practical skills for the students of the Faculty of Healthcare Sciences, the University has signed memoranda of cooperation with affiliated clinics, which are: Acad. O. Ghudushauri National Medical Center Ltd, Acad. N. Kipshidze Central University Clinic Ltd, Tbilisi Central Hospital Ltd, Medical Center – MediClubGeorgia Ltd, Academician Vakhtang Bochorishvili's clinic Ltd, The National Surgery Center JSC, Mardaleishvili Medical Center Ltd, Pineo Medical Ecosystem Ltd, Georgia-Israel Joint Clinic – GIDMEDI Ltd, Akhali Mzera Ltd, Chachava Clinic JSC.

For detailed information about the program and studying curriculum, please visit the link: <https://eeu.edu.ge/wp-content/uploads/2022/10/Medical-Doctor-English-One-cycle-Educational-Programme.pdf>



Medical Education Structure



Business Administration (BBA, English Medium)

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

Programme Duration: 4 Years, 240 ECTS

Tuition Fee: 4000 USD (per year)

Language of Instruction: English

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

The goal of the Bachelor's education program is:

- To prepare competitive specialists who will be able to make quick and effective decisions in a changing business environment based on extensive theoretical knowledge acquired in the fields of marketing, management and finance;
- To develop students' analytical, creative, critical thinking and practical skills that will help them not only to successfully manage business processes, but also to conduct development-oriented activities in the field of business administration


For detailed information about the program and studying curriculum, please **visit the link:**

<https://eeu.edu.ge/wp-content/uploads/2020/11/BBA-PROGRAMA-eng-1.pdf>

Digital Management

'Digital Management'' Master Degree (M.A.) study program of Fresenius University of Applied Sciences (Germany) is the first MA program at the East European University throughout Georgia. Program graduates will obtain dual diploma – Georgian and German since graduation.

Graduates of the English-language Interdisciplinary Management Program in Digital Management will be employed in various international companies in Germany. Employment areas include Investment Management, Business Development, Strategic Development, Change Management, Media and Communications Management, Marketing, Consulting, Startup, etc.


Program Supervisor/Dean of Master program “Digital Management” at Hochschule Fresenius: Professor Richard Geibel (University Fresenius of Applied Sciences, Cologne, Germany)

Program Supervisor: Prof. Shalva Machavariani, Vice-Rector (East European University, Tbilisi, Georgia).

Program duration: 2 years, 120 ECTS

Language: English

Tuition fee: 5000 USD (per year)

Program Benefits

- Digital Management – The first M.A. academic program in Georgia;
- Georgian and German Lecturers, well-known scientists and specialties;
- Modern program elaborated through the combination of practice and theory principle, feasible knowledge of the traditional management approaches as well as new methods of digital management related to the digital changes in the organizations. Furthermore, eligibility of identification and elaboration of relevant decisions of practical challenges and opportunities of digital transformation.
- Georgian and German diplomas issued by EEU and Fresenius University of Applied Sciences.
- 3rd and/or 4th semester at Fresenius University of Applied Sciences (Cologne) and employment opportunity in German as well as Georgian accredited companies.
- Seasonal schools, seminars, special course under university funding focused on student's professional development.

For detailed information about the program and studying curriculum, please **visit the link:** <https://eeu.edu.ge/portfolio/digital-management-eng/?lang=en>

Business Administration in Finance (MBA)

Academic Degree/Qualification: MBA in Finance

Programme Duration: : 2 Year, 120 ECTS

Tuition Fee: 5000 USD (per year)

Language of Instruction: ENGLISH

The goal of the objectives of the program are:

Business Administration master's program in finance is:

- 1) to prepare qualified professionals with deep and systematic knowledge in the field of business administration, particularly in finance;
- 2) The program focuses on the preparation of competitive specialists with theoretical knowledge and practical skills of financial analysis and management, scientific research and creative skills;
- 3) The program prepares graduates for top financial managerial positions as well as enables them to pursue studies at the next level of academic education

For detailed information about the program and studying curriculum, please **visit the link:** <https://eeu.edu.ge/portfolio/business-administration-in-finance-geo-2/?lang=en>

Education Sciences

Head of the program:

Paul Gibbs – EEU Associate Professor, Director of the Center for the Development of Doctoral and Higher Education Research, Founder of the Center for Education Research and Scholarships at the University of Middlesex, Researcher at the New College Oxford Center for Higher Education Policy, Invited Professor at the University of Cambridge (UK).

Shalva Tabatadze – Affiliated Associated Professor at EEU, Winner of the International Society for International and Comparative Education (CIES) Award for Outstanding Contribution to Education Reform, SCE HCNM, Council of Europe, CIPDD, UNAG – Education Policy Expert, Chair of CCIIR,

Academic Degree/Qualification: Doctor of Education Sciences

Programme Duration: : 3 Year

Tuition Fee: 4000 USD (per year)

Language of Instruction: ENGLISH

Advantages of the Program:

- Education Sciences – the first English doctoral program in Georgia, supported by the University of Middlesex (UK);
- Program Implementing Staff – Academic and invited staff from UK and leading European countries (France, Italy, Spain, Cyprus, Austria, etc.);
- The program considers the results of local and international labor market research, the experience of British and several foreign universities for doctoral studies. Including doctoral programs in education at Harvard University and A&M University in Texas;
- The structure of the program allows the doctoral student to choose pre-school, general (school) or higher education within the elective modules;
- Program students are provided with access to the Middlesex University's Department of Education and Teaching materials, students have the opportunity to take any module or conduct research at the Middlesex University Department of Education.
- Public lectures by international experts, Seasonal schools on modern education trends and topical issues; Seminars and special courses with the financial support of the university.

For detailed information about the program and studying curriculum, please **visit the link:** <https://eeu.edu.ge/portfolio/education-sciences/?lang=en>

Partner organizations and international universities

International Partner organizations:

- Medical Council of India (MCI)⁵
- World Health Organization (WHO)
- The Association for Medical Education in Europe (AMEE)
- EUROPEAN UNIVERSITY ASSOCIATION (EUA)
- THE EUROPEAN LAW FACULTIES ASSOCIATION (ELFA)
- UNITED NATIONS GLOBAL COMPACT NETWORK GEORGIA
- World VITAE (REALIZING THE POTENTIAL OF RESEARCHERS), UK
- directory of medical school
- The Association of Medical Schools in Europe (AMSE)
- University collaboration network at the black sea
- European Public Law Organization – EPLO
- World education services – WES
- World University Service (WUSC)
- THE EUA COUNCIL FOR DOCTORAL EDUCATION (EUA-CDE)
- THE ASSOCIATION OF SCHOOLS OF PUBLIC HEALTH IN THE EUROPEAN REGION (ASPHER)
- EURAXESS
- UK ACADEMY OF HIGHER EDUCATION – ADVANCE HE



MEDICAL COUNCIL OF INDIA



World Health Organization



THE ASSOCIATION OF MEDICAL SCHOOLS IN EUROPE



⁵ <https://www.mciindia.org/CMS/information-desk/for-students-to-study-in-abroad>

Partner clinics⁶:



International Partner universities⁷:



UCL – University College London



University of
LODZ

University of Lodz
(POLAND)



University of Education
(AUSTRIA, LINZ)



Turība University



Riga Technical University



Riga Medical College of
the University of Latvia

⁶ <https://eeu.edu.ge/portfolio/clinical-bases/?lang=en>

⁷ <https://eeu.edu.ge/portfolio/univesities/?lang=en>



Yerevan state medical university
After Mkhitar Herasi



University of Finance and
Administration (PRAGUE)



Uniman Academy of Management
and Performance
(GRENOBLE, FRANCE)



Hochschule Fresenius
(GERMANY)



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



Sharda University
(India)



Middlesex
University
London



UNIVERSITÀ
DELLA
TUSCIA



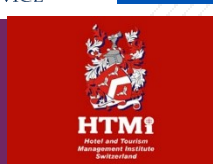
UNIVERSITY OF SILESIA
IN KATOWICE



Widener University
Delaware Law School



NICOLAUS COPERNICUS
UNIVERSITY
IN TORUŃ



JAGIELLONIAN
UNIVERSITY
IN KRAKÓW



SWISS UMEF
UNIVERSITY



AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE



KLAIPĖDOS
VALSTYBINĖ
KOLEGIJA

UNIwersytet
SZCZECIŃSKI

Campus facilities

EEU is located in Tbilisi (Georgia), on the following addresses: **I.Enukidze Str.N6, Shatili str. 4**

The studying courses are led by highly qualified academic and invited staff of the University, formed by Georgian and foreign specialists with relevant experience and competencies, internationally renowned scientists, and teachers with many years of practical experience (Georgia, UK, Israel, Germany, Austria etc.).

University infrastructure and material and technical resources are available to University students without restrictions, including:

- ▶ Properly equipped classrooms, offices for academic and administrative staff.
- ▶ Conference halls.
- ▶ Library equipped with computers and information-communication technologies, where relevant printed and electronic literature provided by the syllabi of the program is available.
- ▶ Mock courtroom;
- ▶ Computer resource centers, smart boards, new models of computers, computers connected to the Internet and internal network, and the software necessary for the teaching / learning process, etc.
- ▶ new training inventory, special equipment and equipment for research centres and



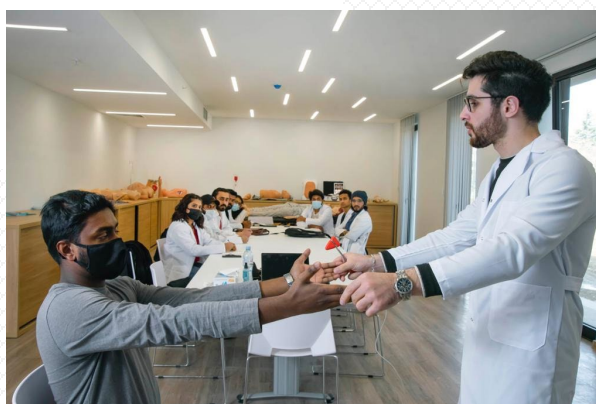
medical laboratories: interactive anatomical table, laminators, tools, neuro-marketing and psychodiagnostic equipment, multifunctional computer equipment, etc

The new campus, located at Enukidze str. 6, has a foyer, recreational spaces, study auditoriums, toilets, library, research laboratories, conference halls, computer classrooms, professors and group workspaces; small and large conference spaces, auditoriums and workrooms, the

building also has appropriate space for archives, and ancillary spaces for storage. The new campus building is located in a quiet and cosy place. The yard is planted with natural cover, perennial trees and ornamental plants, which provides a quiet and healthy learning and working environment for students and staff. It is fully equipped with security, a central heating-cooling system, constant cold and hot water, ventilation ducts and fire safety systems. All floors have sanitary facilities, which are supplied with hot and cold water, have ventilation and are provided with lighting, adapted for people with disabilities (sanitary facilities, elevator, etc.). Hygienic-sanitary norms are observed.

The Clinical and Practical Skills Development Center on the basis of the Faculty of Healthcare Sciences, carries out its functions equipped with the latest technologies in accordance with modern standards of medical education. The Clinical and Practical Skills Development Center includes:

- Simulation laboratory;
- Anatomy Room;
- Laboratory of Chemistry and Biochemistry;
- Laboratory of Microbiology;





- Laboratory of Histology and Cell Biology;
- Objectively structured clinical exam (OSCE) stations.

For Further information, please visit the link: <https://eeu.edu.ge/portfolio/clinical-and-practical-skills-development-center/?lang=en>

- **Special Equipment** - The campuses are fully accessible to people with a disability.



Leisure

Highly equipped **Sports Center** which includes indoor and outdoor facilities. Indoor space is equipped with billiard tables, tennis tables, Chess boards, etc. A modern, newly built stadium is designed for playing football, basketball, volley ball, Cricket, etc.



EEU-CAFE

EEU- has a cafeteria, where you can enjoy yourself with delicious and healthy dishes.
Location: I. Enukidze Str. # 6,

Library



The EEU Library provides students with the modern book fund provided by the training program as an electronic type as well as digital resources. The library currently includes over 9500 books and more than 3000 digital material.

The library is the place, where the student can:

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

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

Library work schedule:

The EEU library works everyday except Sunday: Monday - Saturday from 10: 00 am to 09:00 P.M;

Useful links:

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

Instruction of using library: <https://eeu.edu.ge/wp-content/uploads/2022/10/Rules-for-using-the-library.pdf>



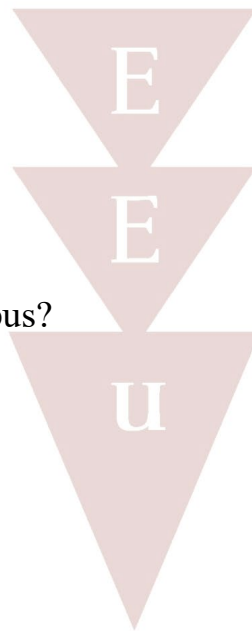
Contact information:

EEU.Lib@eeu.edu.ge, (032) 2 48 01 41

Chapter 2

Preparing to come Georgia

- Visa Information
- Accommodation
- About Georgia
- Weather and Clothing
- How to get to your campus?
- Covid 19



VISA INFORMATION

VISA AND ACCOMMODATION

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

Certain international travelers may be eligible to travel to Georgia without a visa if they meet the requirements for visa-free travel. If you are a student or visiting researcher from EU states, USA, Turkey, United Arab Emirates, Israel etc., you may enter Georgia without Visa or residence permit for 1 (One) Full Year (Unless Otherwise Noted).

For the full list of the countries, whose citizens may enter Georgia without visa and the detailed visa information, please visit:

<https://www.geoconsul.gov.ge/HtmlPage/Html/View?id=956&lang=Eng>


If you do not fall into the above-mentioned categories, you need to apply for Visa.


Student visa applications are treated with high priority. It is the students' obligation to take care of visa arrangements/residence permit.


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

LIST OF DOCUMENTS THAT SHOULD BE SUBMITTED TO GEORGIAN DIPLOMATIC MISSIONS AND CONSULAR OFFICES TO OBTAIN IMMIGRATION VISA:

- ▶ Fully completed visa application form
- Travel Document / Passport
- Receipt of payment of consular fee
- Personal photo according to ICAO standards
- Document proving purpose of travel
- Document proving sufficient financial means (except for D5)
- Proof of accommodation (except for D5)
- Travel and Health insurance (except for D5)

 If a fine has been imposed on an alien for illegal stay on the territory of Georgia a receipt of confirming the payment of a fine must be presented

 To issue visas for minors (a person under the age 18) and/or persons with mental disorders, the visa issuing authority must be provided with the consent of their legal representatives. Such consent must be expressed in written form

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

VISA INFORMATION: CONSULINFO@MFA.GOV.GE
Consular Department of the Ministry of Foreign Affairs of Georgia

For detailed information please find:

<https://www.geoconsul.gov.ge/en/visaInformation>

We provide visa support services for our incoming students:

Reviewing filled documents to ensure that all documents are in order;

Providing all necessary documentation for visa form the university:

- Invitation letter;
- Acceptance letter;
- Notice regarding student status;
- Copy of the Ministry order;
- Copy of Rector's order.



ACCOMMODATION

Our University provides support in finding accommodation in Tbilisi. University offers International Students accommodation near to the University Campus. Accommodation fee is approximately 80-100 USD per month in shared flats.



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

University also offers transportation service on arrival from the Tbilisi International Airport to the student's accommodation.

ABOUT GEORGIA

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

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

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

Single emergency number in Georgia – 112

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



Weather and Clothing

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

Fall or Autumn

(September – November)

the temperature range is historically from -9 ° to +20 ° celsius (C). September is almost as warm as the summer but October through to December can often require winter clothing. Buy high-quality winter coats with hoods, long

Winter

(December-February)

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

pants, sweaters and waterproof boots or shoes for you (and your family, if applicable).

Windproof hats, thick mittens, scarves and warm, waterproof boots are essential.

Spring **(March-May)**

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

Summer **(June-August)**

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

How to get to your campus/ accomodation?

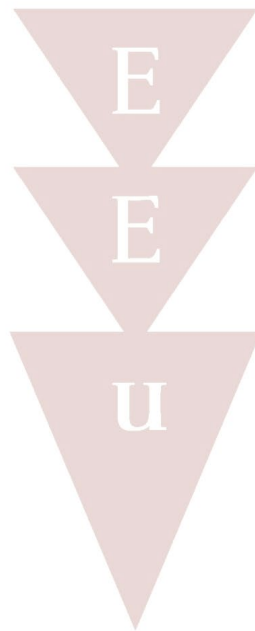
If you land in Tbilisi but need to join to your accomodation, you can either choose our airport pick up service (option A), public transportation (option B), a taxi (Option C)

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

COVID 19

The EEU cares for the safety of students during pandemic and provides support to incoming students in managing country regulations for entrance. These include:

- ▶ Organizing and scheduling the flight;
- ▶ Providing Covid-19 insurance;
- ▶ Organizing quarantine;
- ▶ Providing transportation from the airport to the quarantine place;
- ▶ Providing PCR Test;
- ▶ Student registration on the electronic portal of the Ministry to receive country entrance permission.





Chapter 3

Registration procedures and Residence permit

- Orientation Days
- Registration procedures
- Residence card

Orientation Days

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

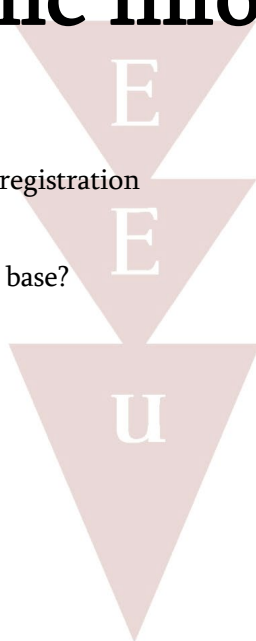
Registration procedures After Arriving at TBILISI

SteP 1	registration
<i>Location, Contact</i>	Enukidze str. 4, 1 st floor, e.aptarashvili@eeu.edu.ge
<i>Purpose</i>	Sign the contract
<i>What to Bring</i>	Your Letter of Admission, Passport, 3x4 cm photo.
<i>When</i>	The first business day after arrival at TBILISI
SteP 2	Your Faculty Office for Advice on Academic Matters and Information on Faculty-specific Programs and Opportunities
<i>Contact</i>	v.tebidze@eeu.edu.ge ; e.zurabihvili@eeu.edu.ge
<i>When</i>	As soon as possible
<i>consultation</i>	About regulations, timetable, el-base etc.
SteP 3	Residence permit: <p>To obtain Residence Permit in Georgia or prolong its validity term, a foreigner staying in Georgia applies to any territorial office of Public Service Hall or Public Service Development Agency.</p> <p>A foreigner staying in other country may present an application for prolongation of validity term of Residence Card of Georgia in the electronic form – through filling in an application uploaded at the web-site of the agency.</p> <p>Attention, please! A foreigner must apply for Residence Permit to the agency 40 calendar days prior to expiration of the term for his/her legal stay on the territory of Georgia.</p> <p>For more details: http://psh.gov.ge/main/page/1/72</p>

Chapter 4

Academic information

- Academic calendar
- Tuition fees
- Academic and administration registration
- Student's status
- How to use student electronic base?
- How to get notice?
- Assasymment system
- Examinations



Academic Calendar



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

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

Tuition Fee and Semester Registration

- English Medium Program of Medicine (MD) – 5000 USD
- Business Administration (BBA) – 4000 USD
- Business Administration (MBA) - 5000 USD
- Digital Management - 5000 USD
- Education Sciences (PHD)- 4000 USD

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

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

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

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

Administrative registration

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

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



BENEFICIARY'S BANK: ProCredit Bank JSC, Tbilisi, Georgia
NAME OF BENEFICIARY: LLC EAST EUROPEAN UNIVERSITY
ACCOUNT NO: GE12PC0133600100068786
SWIFT: MIBGGE22
BEN'S IBAN: GE12PC0133600100068786

The grading system of tuition fee payment:

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

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

Academic Registration

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



Student's Status


Suspension of student status


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

The basis for suspension of student status:

1. The grounds for suspending student status are:

- ▶ personal statement (without specifying the reason);
- ▶ failure to complete administrative or academic registration within the established period;
- ▶ Failure to receive assessment in at least one component of the study component within 45 calendar days after the completion of the academic registration for the citizens of foreign countries enrolled without passing the unified national exams/common master's exams.
- ▶ 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);
- ▶ Pregnancy, childbirth, child care or deterioration of Health;
- ▶ 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;

 In case of suspension of the student status, the student will not be returned the tuition fees and he/she will use it in the semester, he/she restores student status, except for the severe deterioration of the health of the student, who will not be able to receive the services provided by the university.

 After the expiry of 4 (four) weeks after the commencement of the study, in case of termination of student status under any bases, the tuition fees shall not be subject to the return or use in the subsequent semester.

Restoration of student status

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

Termination of student status

The grounds for termination of student status:

- ▶ personal statement;
- ▶ Failure to restore status within 5 years after suspension of student status, except as provided for by legislation;
- ▶ Submission of false documents or incorrect information to the institution, which influenced the positive decision on enrollment;
- ▶ behavior (ethics) law violations, as evidenced by the same code to the prescribed Disciplinary/Ethics Commission decision;
- ▶ Expiration of an additional period of duration of training/education without completing the program-academic lag;
- ▶ 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);“
- ▶ transfer to another educational institution by mobility procedure;
- ▶ death or declaring a dead person as determined by legislation;

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

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

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



Learning Process Administration and Students Services
Room 206,
Tel: 032 2 48 01 41

Student's electronic learning base – EEU-EL

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

Electronic learning base combines the following services:

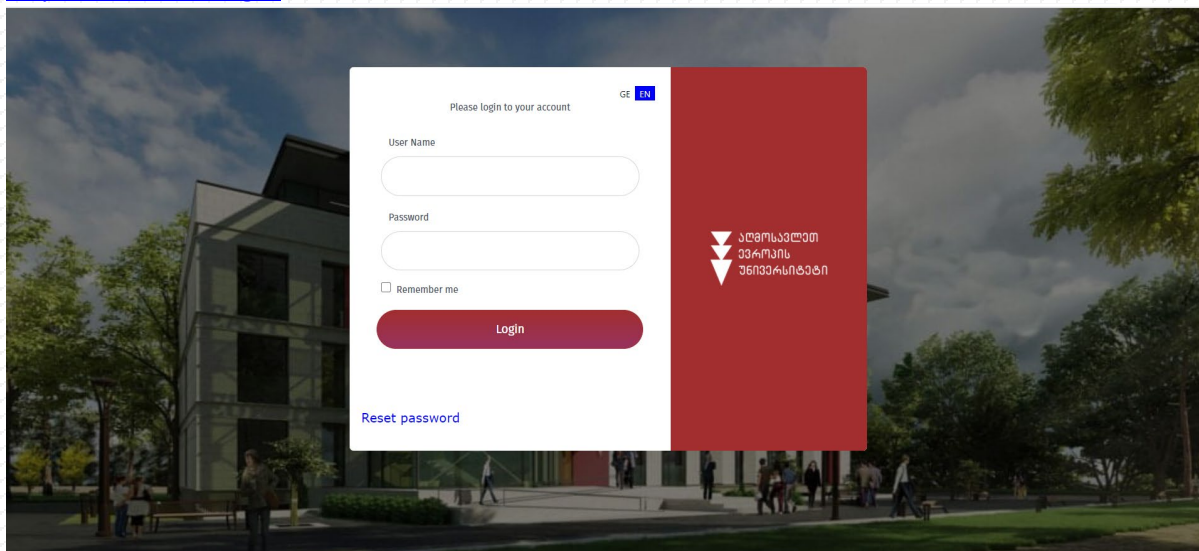
- a) Study Process (Selecting the desired course, evaluation, Training Table, Syllabus, Types of printing - transcripts and so on);
- b) Examination Service (Information on examination tables, Appeals);
- c) Financial Services (grants, transactions);
- d) Library service (uploading to electronic material in database)

- e) Polls (fill in questionnaires);
- f) Communications service electronically (receiving and sending personal messages);
- g) Manage personal profile (contact information, etc.)

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

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

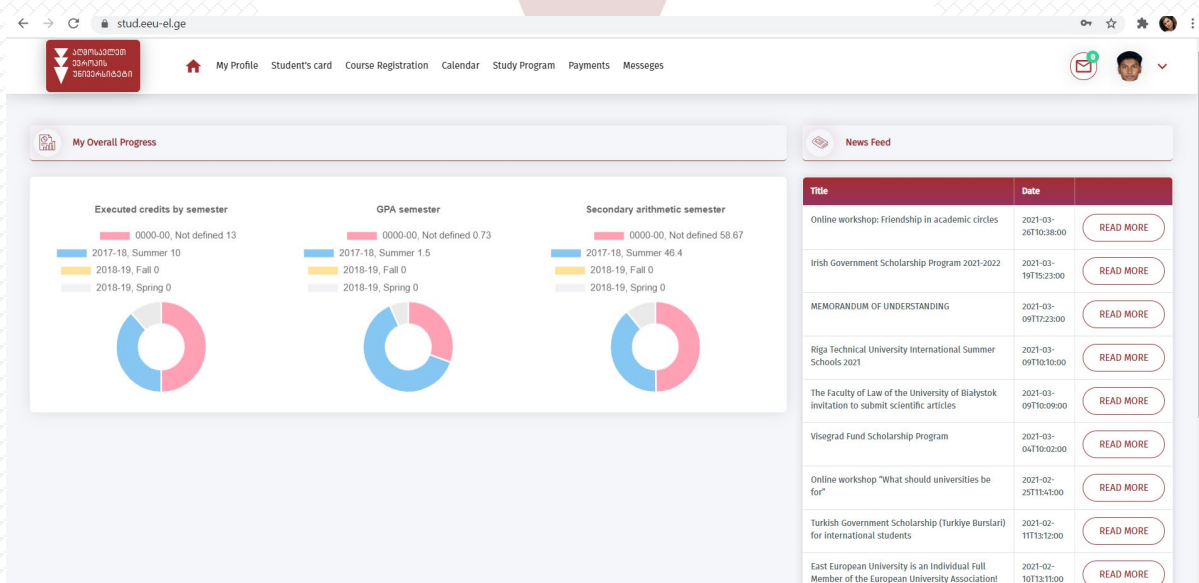
<https://stud.eeu-el.ge/>



Step 2: Authorization:

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

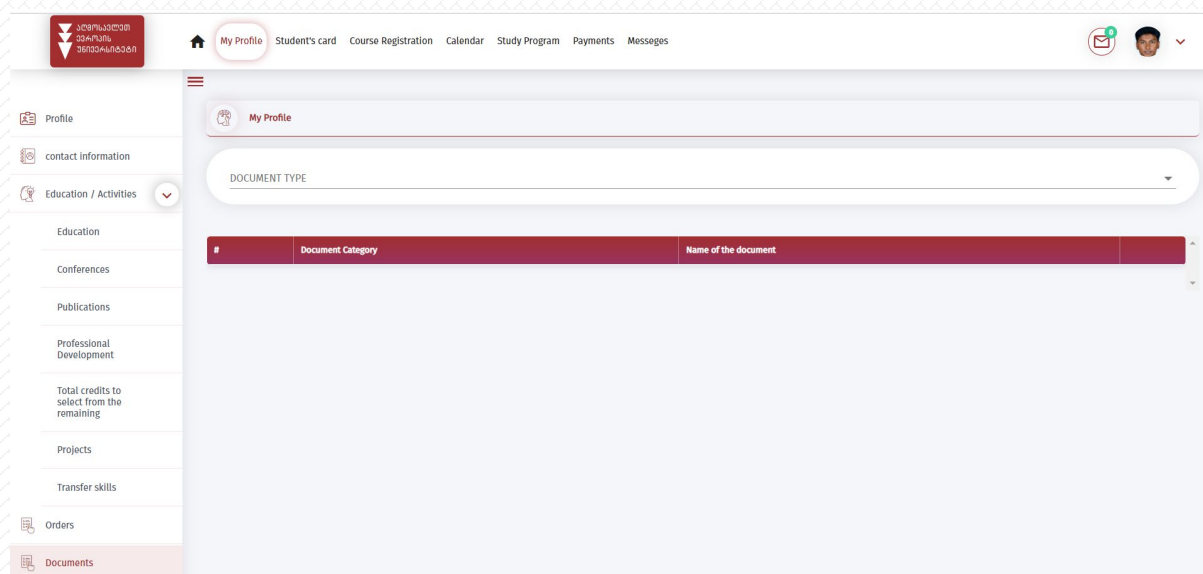
main page includes information about upcoming Events, Trainings etc and students Overall Progress.



Step 3: You can fill / update your personal information in the EEU-EL by clicking the button "profile".

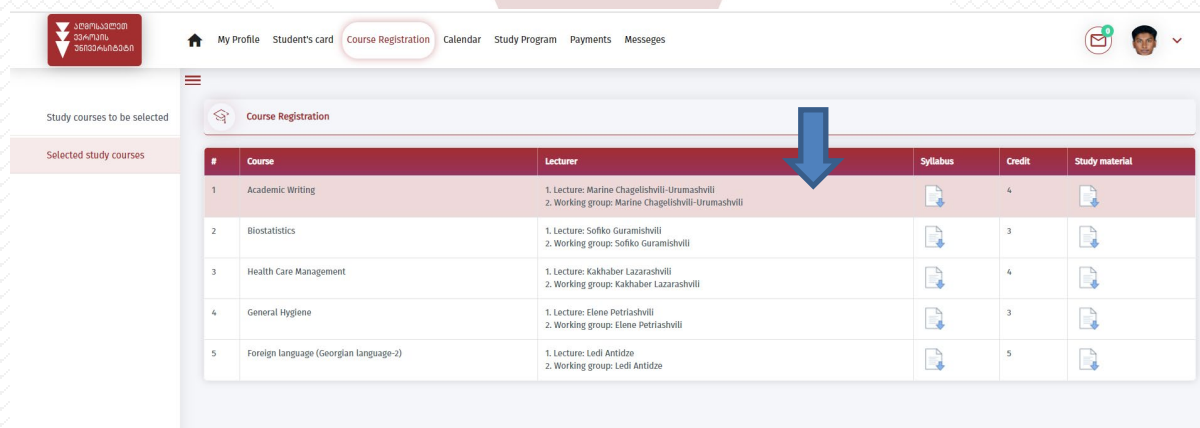
It is important to fill the contact information correctly by the student because the university sends notifications based on this information.

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



Step 5: Learning material and syllabus

To view the course learning material or syllabus on the homepage (on the main panel), select the button "**Course Registration**"



Step 6: Calendar (Exam and Lecture)

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

Navigation bar: My Profile, Student's card, Course Registration, **Calendar**, Study Program, Payments, Messages

Calendar view for 2021-19-04. A pop-up window for "Academic Writing" is shown, detailing the event on April 20, 2021 (12:00 PM - 1:00 PM) in Building U, with Lecturer Chagelishvili-Urumashvili Marine, Lecture type Lecture, and Training Sheduler.

Step 6: Student's Card and Assessments

To check your assessments, select "Student's Card" in the main manue. To see the detailed weekly assessment, select the journal symbol next to the subject.

Arithmetic average



15.225806

Awarded credits

26

GPA

1.5192307

Course	Lecturer	Subject status	Credit	Semester	Mark	Grade		GPA	
▼ Academic year/Semester: 2019-20/1-Fall - 7 items									
Academic writing		Mandatory	4	4		F	●	0	
Biophysics and Medical Physics		Mandatory	4	4		F	●	0	
Foreign Language 2		Mandatory	5	4		F	●	0	
Health Care Management		Mandatory	4	4		F	●	0	
Human Anatomy 3		Mandatory	6	4		F	●	0	
Medical Chemistry		Mandatory	4	4		F	●	0	
Medical Genetics		Mandatory	5	4		F	●	0	
▼ Academic year/Semester: 2019-20/2-Spring - 6 items									
Biophysics and Medical Physics	Genadi Tvauri	Mandatory	4	5	0	F	●	0	
Biostatistic	Sofiko Guramishvili	Mandatory	3	5	0	F	●	0	



In case of any technical problem or additional questions with the EEU-EL please contact Learning Process Administration and Students Service Manager:

Room 19, Tel: 032 2 48 01 41

How to get notice?

The student can take a reference from the university:

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



Learning Process Administration and Students Service Manager
Room 206, Tel: **032 2 48 01 41**

Assessment System

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

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

Evaluation System

Five types of positive assessment

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

Two types of negative assessment:

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

Precondition for admission to the final exam

- No less than 36 points, in the case of 70 points in the current interim evaluation
- No less than 31 points, in the case of 60 points in the current interim evaluation ;

Positive assessment on the final exam

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

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

The student can view evaluations in personal electronic database "Student's Card"

Detailed evaluation: Biophysics and Medical Physics

☐ გამოცდები ☒ Lecture ☒ Working group

	II	III	IV	V	VI	VII		IX	X	IX	IX	IX	XIV
	Oral presentation of the topics	Oral presentation of the topics	Oral presentation of the topics	Oral presentation of the topics	Quiz	Quiz	Oral presentation of the topics	Oral presentation of the topics	Oral presentation of the topics	Quiz	Oral presentation of the topics	Oral presentation of the topics	Oral presentation of the topics
	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
3300	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
0													



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

Faculty of Healthcare, 1ST FLOOR, Tel.: **032 2 48 01 41**

Earning credits/load of student

- One credit in the university includes student training activities (student load) within 25 astronomical hours;
- Load of student for one academic year includes an average of 60 credits.
- Taking into consideration the peculiarity of the higher education program / student's individual curriculum, it is permissible that the student's annual load to be less than 60 credits or more, but not more than 75 credits.
- 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 Medical Doctor, the total number of credits added above 60, the total should not exceed 15 credits.
- Students who fail to obtain relevant academic degree within the timeframe defined by an educational program, have the right to complete the Bachelor's and one cycle educational Program in the next eight semesters.
- The student should write the application at the Chancellery with the request to register in the additional semester within four weeks after the start of the studying process.

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

Granting qualifications and diploma



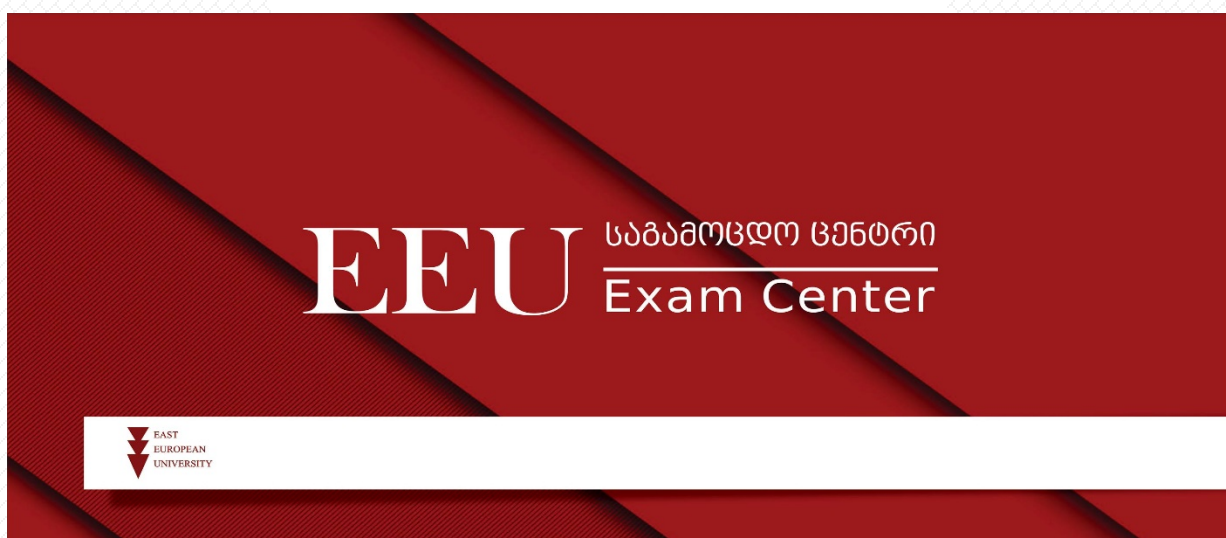
- After accumulating the number of credits and development of the competence of the appropriate level by the student, the student is given the qualification provided by the educational program;
- Student's qualifications shall be confirmed by the appropriate level diploma;

- Diploma Supplement is issued together with Diploma within three months from the date of awarding the qualification, if it is confirmed that the student has no financial and other liabilities toward the University;



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

Examinations



Intermediate and final examinations at the university are conducted by a centralized system; In the course of the examination, the detailed instruction on the rules of student behavior is available at the university website in the legal certificate (<https://eeu.edu.ge/portfolio/rules-and-guidelines/?lang=en>) and in examination booklet.

Semester exams

- ▶ Schedule of midterm and final exams
- ▶ The right to take the final / additional exam
- ▶ Acquaintance and appeal of the midterm and final exam paper
- ▶ Rules of student behavior on the exam
- ▶ Rules of conduct for students on the distance exam

Schedule of midterm and final exams

- ▶ The schedule of midterm exams in the Electronic Learning Process Management System - EEU-EL is published within 6 weeks of the start of the study, and the final exam schedule - no later than 10 calendar days before the start of the exam period.

- ▶ The exam is not allowed to be restored / resumed, except for the presentation of a document proving an honorable reason (illness and other urgent necessities);
- ▶ If you cannot appear for the exam for a good reason, apply through the EEU-EL within the pre-determined deadline, in case of a written exam - to the Examination Center, and in case of an oral exam organized by the Faculty - to the Dean of the Faculty and submit a certificate / document issued by the authorized person, which will indicate the contact information of the relevant person.
- ▶ If there is a good reason, the exam center / faculty administration will schedule an exam rescheduling and publish it on your EEU-EL personal page.

The right to take the final / additional exam

- ▶ You are eligible to take the final exam if you earn at least 26 points out of a maximum of 70 points set for the midterm assessments and at least 21 points out of a maximum of 60 points (unless otherwise provided in the syllabus of the subject).
- ▶ You will also have the right to take an additional exam if:
 - The sum of your midterm and final exam scores is 41-50 points;
 - If you were unable to pass the 50% of the maximum marks for the final exam and the sum of your midterm and final exam points is not less than 41 points.

Acquaintance and appeal of the midterm and final exam paper:

- ▶ Within 2 days after the publication of the exam results, you have the opportunity to apply to the Examination Center from the EEU-EL personal page and request to read the written paper and review the results.
- ▶ After reviewing the paper, if you do not agree with the assessment received, you can request that the paper be handed over to the teacher of the relevant course for review.
- ▶ The teacher will return the conclusion of the appeal to the examination center within 2 working days, which will reflect the grounds for changing or not changing your assessment;
- ▶ The results of the appeal will be reflected in the EEU-EL no later than 2 working days after receipt;
- ▶ If you still do not agree with the result of the appeal, you have the right 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 Appeals Commission;
- ▶ Upon appeal, the Dean of the Faculty sets up an Appeals Commission for the relevant

course, which is empowered to change the assessment you have received, which will be informed to you and, in the event of a change, will be reflected in the EEU-EL.

Rules of student behavior on the exam



- ▶ You must appear at the place of the examination according to the indicated schedule;
- ▶ Admission to the exam is possible in case of a delay of 15 minutes, however, after the expiration of the allotted time for the exam you will not be given extra time to complete the paper.
- ▶ If you are more than 15 minutes late from the start of the exam, you will no longer be admitted to the exam and will be considered non-absent.
- ▶ Bring your ID card with you, otherwise you will not be allowed to the exam.
- ▶ Register before the exam is started, get the sector and table number and take a seat in the hall according to the registration number. Put your ID in the corner of the table.
- ▶ You are not allowed to take anything on the exam except a pen, drinking water and other essentials for health. Hand over the extra items to the observer.
- ▶ No items should be placed on your desk except your ID, pen, drinking water and other essentials (if needed).
- ▶ Before starting writing, if any other paper is found on your desktop, you will receive a warning. After the start of the exam, in case of any other irregularities (receiving repeated warnings, discovering or using an item containing information, bearing the subject matter specified in the examination subject, a mobile phone or other electronic device), you will be dismissed from the exam.

- ▶ Check the test sheet for defects before starting the exam and contact an observer if there is any damage. After the start of the examination period, such a claim will no longer be accepted.
- ▶ Perform your exam work on the exam papers given by the observer, otherwise the paper will not be corrected.
- ▶ Write your name, surname, faculty, name of the subject and the name and surname of the teacher on the exam paper, only in the place reserved for this information.
- ▶ Perform the exam paper with a blue pen
- ▶ It is not allowed to put an identification mark (name, surname, number, address, etc.) on the exam paper or any kind of graphic image (figure, inscription, etc.) that is not related to the test assignment; If any hints are found on your exam paper, your writing will not be corrected.
- ▶ Do not open the exam ticket given by the observer until the exam starts.
- ▶ You can leave the auditorium during the exam, if necessary, after half of the time allotted for the exam, for only 3 minutes. Each subsequent student will have the right to leave the classroom after the return of the previous student. In case of violation of the mentioned time, you will be dismissed from the exam.
- ▶ If you start working on the exam paper ahead of time, you will receive a warning; in case of recurrence of similar or any other violation - you will be dismissed from the exam.
- ▶ In case of procedural and technical questions, contact the observer. Questions of substantive nature related to the exam questions will not be answered.
- ▶ It is forbidden to speak, whisper, make noise during the exam process. In that case you will receive a warning. In case of repeated similar or any other violation, you will be dismissed from the test.
- ▶ It is prohibited to bring with you 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, you will be dismissed from the test immediately.
- ▶ Other disciplinary violations / unethical behavior may be grounds for dismissal from the examination process.
- ▶ The observer will notify you 15 minutes before the end of the examination period. If you do not stop working till the end of the exam period, your paper will not be corrected;
- ▶ Upon completion of the work, hand over the exam ticket and sheets to the observer and sign the exam paper in the acceptance-delivery journal.



Rules of conduct for students on the distance exam

- ▶ Log in to the exam virtual space 10 minutes before the exam starts and register;
- ▶ Do not leave the virtual exam space from the beginning to the end of the exam;
- ▶ During the exam, have the camera and microphone switched on continuously so that the teacher / observer can control you in the virtual space;
- ▶ In case of technical delays / malfunctions during the exam, notify the observer immediately;
- ▶ In case of procedural and technical questions, contact the observer. Questions of a substantive nature related to the exam questions will not be answered;
- ▶ Complete the paper before the end of the exam time and then leave the virtual exam space;
- ▶ If the exam tests / assignments in Microsoft teams are hosted through Microsoft office 365, send the paper to the teacher / observer in Microsoft teams as soon as the exam is over and leave the virtual space after receiving the confirmation;
- ▶ In case of dictation, noise, unethical behavior, attempt to copy, you will be dismissed from the exam;
- ▶ In case of plagiarism, copying is found in the paper, you will be dismissed from the exam and / or your paper will not be corrected;
- ▶ In case of long electricity, internet outages or other technical delays, apply to the Examination Center with a request to resume the test (via electronic EEU-EL). The relevant service will review your application and inform you of the decision made;
- ▶ In case of malfunction of the technical equipment required for the exam (Internet, audio and video image), you can take the exam from the University space, remotely (via Microsoft teams platform);



In case of questions related to the exams, for further information the student should apply to the Examination Manager:
 Room: 20, m.maglakelidze@eeu.edu.ge
 tel 032 2 48 01 41



Chapter 5

Student support services

- Student's rights and obligations
- Student's self-government
- Consulting and support service
- Career development: training-courses, internship
- Student Psychological Support Service
- Support services (including financial support) for socially vulnerable students.
- Accessibility Services
- Distance Learning Services due to the Pandemic
- Student Ombudsman Office



Students rights and obligations

Students rights

- Receive educational services and quality education from the University;
- Take part in scientific-research activities;
- Take part in the activities planned by the University;
- On equal terms, take advantage of material-Technical, Library, Information and other resources of the University;
- Enjoy University student services;
- Establish or join student organizations/clubs in their own interests;
- Take part in the development of individual curriculum;
- Periodically evaluate the various services offered by academic programs, educational process, academic personnel and the University;
- Openly and freely express their opinions and schedules;
- Apply to the Office of the Student Ombudsman for services to students ' rights and freedoms;
- Choose a representative and be elected in student self-government, representative Council and faculty council in accordance with the internal regulations of the University.
- Participate in the work of accreditation/authorization self-assessment groups and in the development of educational programs;
- Enjoy the right of mobility in accordance with the established rules;
- Write a complaint/statement academic and administrative organs, and staff regarding the activities of the;
- 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;

- According to the legislation of Georgia and internal legal acts of the University, to get information about university activities;
- To carry out other powers granted by the legislation of Georgia, the University's internal legal acts, and contract

Students obligations

- 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.
- Within the timeframe and manner set by the University to pass administrative registration (pay tuition fees) and academic registration;
- According to the program established by the University to learn all the subjects chosen by their own will and whose studies are mandatory.
- 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;
- Fully to pay the tuition fee established by the University and stipulated by the agreement according to semester services provided by the University;
- Do not damage the University's internal electronic applications;
- Do not commit academic falsity/plagiarism;
- In case of academic falsification, inform the relevant structure.
- 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;
- Ensure respectful treatment of co-claimants and follow the norms of ethics when expressing their opinions;
- 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;

Student self-government⁸

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

Student self-government within the scope of competence:

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



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

CONSULTING AND SUPPORT SERVICE

Promote students' integration in the university area

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

In addition, the consultation schedule is determined and the student can take an individual consultation regarding the academic as well as the organizational side of the program according to this schedule by the program implementing personnel and directly from the program manager. The Consultation Hours Schedule is published on the University website

For EEU students ' awareness / counseling regarding the Career development issues various sources/means are used:

⁸ <https://eeu.edu.ge/student-life-in-eeu/eeu-self-government/?lang=en>

- EEU-EL (electronic learning management system);
- Text messages (e-mail, SMS panel, EEU-EL base the correspondence);
- Employment forums and consultations (face-to-face, online, telephone, hot line'...);
- Website of the university;
- Instructions/guidebooks (video, audio, print...)
- The official Facebook special groups ("student service center", etc.)
- Websetnet-websetnet

It should be noted that on the University's official web site, student services from the employment of special pages with information about employment, partner organizations about vacancies. In addition, any news regarding employment for students is placed in the electronic learning process management system - EEU-EL, on a particular information board.

The student receives a notification about vacancies according to his/her direction / profile or interest. It should be noted that the Department of Education sets sainformacio/Consultative Group meeting of the plan-schedule, within the framework of which the representatives of the administration provide students with information about the current news of the University, about planned activities, etc.Sh. (For example, implemented consulting / informational meetings - Student research and sports/cultural projects; about international exchange programs and summer schools; EEU student and alumni support services; about presentation of the student's guide, etc.)

E

Projects, public lectures / meetings, seminars, events



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

- Social;
- Charity;
- Sports;

- Cultural;
- Intellectual;
- Creative;

Attendance is free.

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

Initiate and funding of projects

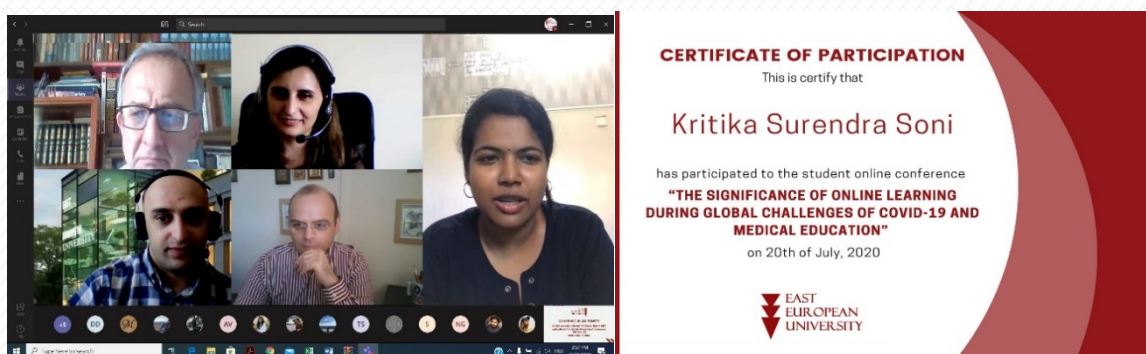
Any student / group of EEU has the right to submit a project for financing.

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

Project submission / funding stages:

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

Student Conferences



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

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

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

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

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

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

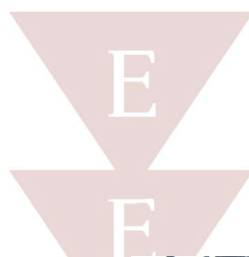


Sport



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

- Football
- Basketball
- Volleyball
- Chess
- Futsal



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

Career development services: internships, training courses

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

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

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

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

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



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

Student Psychological Support Service

EEU offers free psychological services/counselling to students. The service is designed for students who have anxiety, low mood, difficulty coping with various types of stress (for example, difficulties in social situations, interpersonal relationships), anxiety. The consultation includes both individual and group meetings, and students are assisted by specialists from the EEU Psychology and Neuroscience Research Center "**Laboratory Z**".

Support services (including financial support) for socially vulnerable students.

East European University has mechanisms to support socially vulnerable students, including financial support. The University has developed a "**Student Scholarship and Encouragement Regulations**" which is published on the University website and is available to all students. This rule regulates the **procedures and criteria for determining scholarships** and other incentives. This significantly contributes to the transparency and objectivity of the support. Given the situation of socio-economic and socially vulnerable students, EEU implements various support measures, namely:

- **A step-by-step system for paying tuition fees**, which is actively used by a large number of students -Information on the tuition payment scheme and mechanisms at the university is transparent and flexible, students/services are provided/consulted by a specially designated person, and through the EEU-EL database, students can remotely sign individual agreements, control their payments and payment schedule, etc.
- **Study voucher for misplaced students** -Each misplaced student in EEU will receive a 400 GEL study voucher. Also, excellent misplaced students are awarded a special scholarship and have the opportunity to participate in exchange programmes with university funding.
- **University funding for socially vulnerable students and students of Georgian ethnic origin** (Laz, deported Meskhetians, ethnic Georgians from Fereidan, etc.) Students who were affected by natural disasters are given a study voucher, the amount of which is determined on a case-by-case basis by the Rector.
- The Rector of the University, on his / her initiative or at the request of the Faculty, the Student Self-Government, carries out a variety of individual activities (for example, computers were awarded to socially vulnerable students with high academic achievement studying at the programme of architecture)
- **One-off Scholarship / Study Voucher / Award** - For outstanding special activities in university life or by order/decision of EEU Rector, students can win a one-off scholarship/study voucher/award (e.g., this scholarship was given to the student with the highest GPA, the EEU team of Master programme students were awarded training vouchers for winning the competition of the Simulated Trial Competition organized by the Institute of Criminal Law, for winning in the “Best Rapporteur” nomination in the simulated trial competition “Domestic Violence”).

Accessibility Services

For students with special educational needs, members of ethnic minorities, for students enrolled without passing the Unified National / Master's Degree exams or exchange programme students, students enrolled through mobility, students with academic disabilities or students with special academic achievement. The regulations are public and published on the university website: <https://eeu.edu.ge/sample-page-2/legal-guideline/?lang=en>

Distance Learning Services due to the Pandemic

Distance learning in EEU is carried out using the enhanced Microsoft Teams platform and the updated e-learning management platform (EEU-EL). The University is an official partner of Microsoft, holds Microsoft Global Training and Microsoft Gold Partner statuses, and implements the distance learning programme under Office 365 A1 licensing. EEU has set up an e-learning development and technical support team to provide distance learning, develop relevant instructions and guidelines (textbooks, video tutorials) for students and staff, provided training and consulting, support the introduction/development and improvement of e-learning resources.

<https://eeu.edu.ge/e-learning/?lang=en>

Student Ombudsman Office

The Office of the Student Ombudsman is an independent body of the East European University established in 2020. The **goal** of the office is to provide counseling and assistance to university students, to protect students' interests, rights and freedoms, and to identify violations. Also, restoration of the violated right in accordance with the rules established by the legislation of Georgia and the internal normative acts of the University; The Ombudsman's Office conducts informational and educational activities / events on students' rights and freedoms (trainings, public lectures, etc.);

Why or under what circumstances should a student apply to the ombudsman's office?

The Office of the Student Ombudsman is a confidential, impartial, independent and informal student resource, service for you, for a student, if

- ▶ You need the opinion of a neutral and impartial person, discuss the problem with him/her and receive an advice on the next steps;
- ▶ You need an advice on student rights and responsibilities, academic and administrative issues to address the problem formally or informally;
- ▶ You wish to get information about student rights and freedoms;
- ▶ You need help solving a difficult problem that you cannot handle on your own;
- ▶ You think that you have been treated unfairly;
- ▶ You have a conflict that hinders your activities at the university;
- ▶ You need a mediator or advisor / consultant;
- ▶ You do not know whom to address to solve the problem;



student.ombudsman@eeu.edu.ge

For more information: <https://eeu.edu.ge/portfolio/about-ombudsman-office/?lang=en>

Chapter 6

Daily life in Georgia

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

Public transport in Tbilisi

Main types of public transportation in Tbilisi

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

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

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

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

You can find the specific routes from any point of the city using the above-mentioned websites of both Tbilisi Transport Company and Tbilisi Minibus.

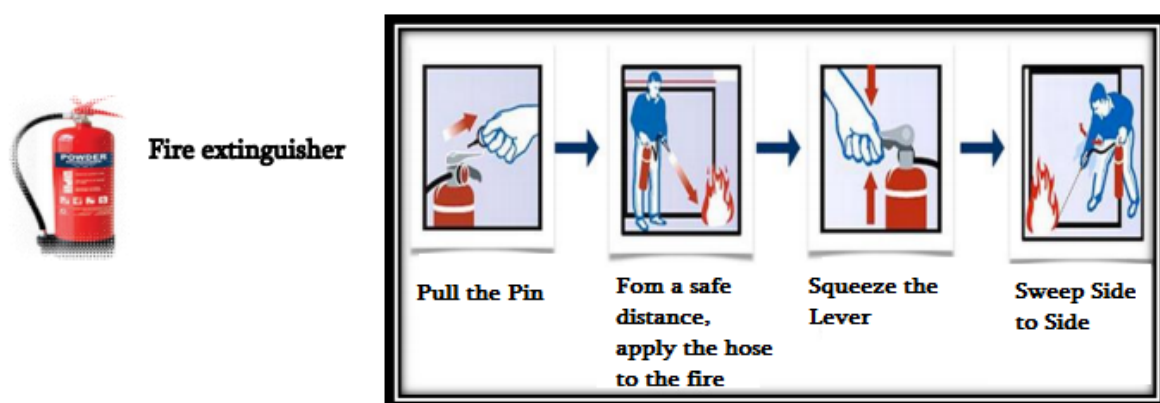
Personal Safety & insurance

For any emergency: 112

PHONE NUMBERS

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

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









Student Insurance










- East Europe University offers free medical insurance in "Alpha"
- Detailed information on free medical services will be available on the University website;
- The student should apply to the Learning Process Management and the continuing education department of the university with the ID card and fill the consent form;
- COVID-19 insurance is also included for a certain period of time according to the pandemic related conditions







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

BANKS IN TBILISI

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

	<p>Fax: (995 32) 2999 139 Email: question@vtb.com.ge Website: ge.vtb.com.ge</p>
	<p>JSC "CARTU BANK" 39a Chavchavadze Ave 0162 Tbilisi Tel: (995 32) 2925 592 Fax: (995 32) 2912 279 Email: cartubank@cartubank.ge Website: www.cartubank.ge</p>
	<p>JSC TBC Bank 7, Marjanishvili St. 0102 Tbilisi Tel: (995 32) 2272 727 Fax: (995 32) 2772 774 Email: info@tcbank.com.ge Website: www.tcbank.com.ge</p>
	<p>JSC "BTA BANK" 73a Tsereteli Ave 0119 Tbilisi Tel: (995 32) 2242 242 Fax: (995 32) 2242 222 Email: posta@bta.ge Website: www.bta.ge</p>
	<p>JSC Investbank Besiki Business Center 4 Besiki street, 0108 Tbilisi, Georgia Tel: +995 32 2428888 Fax: +995 32 2922537 Email: info@investbank.ge Website: www.investbank.ge</p>
	<p>JSC "International Bank of Azerbaijan - Georgia" Tbilisi, Georgia 0105 Leonidze str. # 1 Tel: +995 32 998 545/47 Fax: +995 32 998 546 Email: info@ibaz.ge Website: www.ibaz.ge</p>
	<p>Ziraat Bank-Tbilisi Branch 148 Agmashenebeli Ave 0164 Tbilisi Tel: (995 32) 2943 714 Fax: (995 32) 2943 078 Email: tbilisi@ziraatbank.ge Website: www.ziraatbank.com.tr</p>
	<p>"Transcaucasus Development Bank" Tbilisi Branch 4 Marjanishvili St. 0105 Tbilisi Tel: (995 32) 2923 308; 923 307 Fax: (995 32) 2923 399 Email: tdb@nbg.gov.ge Website: www.tdb.com.ge</p>
	<p>PASHA Bank 15 Rustaveli Ave 0108 Tbilisi Tel: + 995 322 265 000 Email: office@pashabank.ge Website: http://www.pashabank.ge/</p>
	<p>JSC "Progress Bank" 8 Baratashvili St 0105 Tbilisi Tel: (995 99) 50 11 44; (995 32) 2320 044; 388 888 Email: info@progressbank.ge Website: www.progressbank.ge</p>

	JSC Terabank 3, Ketevan Tsamebuli Ave., 0103 Tbilisi Call centre: (995 32) 255 00 00 From mobile: * 50 50 Email: info@terabank.ge Website: www.terabank.ge
	JSC "Halyk Bank" 74 Kostava St. Tbilisi Tel: +995 32 24 07 07 Email: info@hbq.ge Website: www.hbq.ge
	JSC "Bank Constanta" 117, Tsereteli Ave, 0119 Tbilisi, Georgia Tel: (995 32) 2 401 401 Fax: (995 32) 234 17 62 Email: info@constanta.ge Website: www.constanta.ge
	JSC FINCA Bank Georgia 71 Vazha-Pshavela Avenue, office 12 0186 Tbilisi Tel: (995 32) 2 207 410/11 Fax: (995 32) 2 207 413 Email: fincageo@finca.ge Website: www.finca.ge

Phones and Internet

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

Mobile Communication Operators

"Magti" Website : www.magtism.ge

"SILKNET" Website : <https://silknet.com/>

"Beeline" Website: www.beeline.ge

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

ENGLISH-GEORGIAN DICTIONARY

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

May I have a bill, please	ანგარიში მომიტანეთ	Angarishi momitanet
Stop right here, please	აქ შემიჩერეთ	Ak shemicheret
Year	წელი	Tseli
Water	წყალი	Tskali
I am bad	ცუდად ვარ	Tsudad var
Help me, please	დამეხმარეთ	Dame'khmaret
It is expensive	ძვირია	Dzviria
I need a doctor	ექიმი მჭირდება	Ekimi Mchirdeba
Night Life	ღამის ცხოვრება	Ghamis tskhovreba
It's tasty	გემრიელია	Gemrielia
Happy Birthday!	გილოცავთ დაბადების დღეს	Gilotsavt Dabadebis Dghes
Congratulations!	გილოცავთ	Gilotsavt!
Sights	ღირშესანიშნაობები	Ghirs'shesani'shna'obebi
Wine	ღვინო	Ghvino
It's cheap	იაფია	Iapia
Historic places	ისტორიული ადგილები	Istoriuli adgilebi
Caucasus	კავკასია	Kav'kasia
It's nice	ლამაზია	Lamazia
Beer	ლუდი	Ludi
I wonder	მაინტერესებს	Maintereseb
Host	მასპინძელი	Maspindzeli
I'm a businessman	მე ბიზნესმენი ვარ	Me var biznesmeni
I'm a tourist	მე ტურისტი ვარ	Me var turisti
I'm a foreigner	მე უცხოელი ვარ	Me utskhoeli var
May I talk to a manager	მენეჯერს დამალაპარაკეთ	Menejers damalaparaket
Address	მისამართი	Misamrti
Tell me your address	მისამართი მითხარით	Misamarti mitxarit
It's beautiful	მშვენიერია	Mshvenieria
Museum	მუზეუმი	Muzeumi
Money	ფული	Puli
Police	პოლიცია	Politsia
Georgian wine	ქართული ღვინო	Kartuli Ghvino
How much does it cost?	რა ღირს?	Ra ghirs?
How long does it take to get there?	რამდენი ხნის სავალზეა?	Ramdeni khnis savalzea
Why?	რატომ?	Ratom
How can I contact you?	როგორ დაგიკავშირდეთ?	Rogor dagikavshirdet?
What time is it now?	რომელი საათია?	Romeli saatia?
Hospital	საავადმყოფო	Saavadmkopo
Gift	საჩუქარი	Sachukari

Where is the nearest ATM?	სად არის უახლოესი ბანკომატი?	Sad aris uakhloesi bankomati?
Where is it located?	სად მდებარეობს?	Sad Mdebareobs?
Where do you work?	სად მუშაობთ?	Sad mushaobt?
Where should we meet each other?	სად შევხვდეთ?	Sad Shevkhvdet?
Where should I buy?	სად ვიყიდო?	Sad vikido?
Embassy	საელჩო	Saelcho
Specialty	საფირმო კერძი	Sapirmo kerdzi
Hotel	სასტუმრო	Sastumro
Do you speak English?	საუბრობთ ინგლისურად?	Saubrobt Inglisurad?
Visit Card	სავიზიტო ბარათი	Savizito Barati
May I call?	შეიძლება დავრეკო?	Sheidzleba davreko?
May I...?	შეიძლება?	Sheidzleba...?
Guest	სტუმარი	Stumari
Souvenir	სუვენირი	Suveniri
Interpreter	თარგმანი	Tarjimani
Month	თვე	Tve
I could not understand	ვერ გავიგე	Ver gavige
To whom can I address?	ვის მივმართო?	Vis mivmarto?
Whom can I ask?	ვის ვკითხო?	Vis vkitkho?
Tomorrow	ხვალ	Khval

U

Annex 1- Definition of terms:

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

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

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

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

Academic Registration- Semester registration for study courses (subjects)

Academic freedom - the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations, or public pressure.

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

PhD– The third stage of academic higher education;

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

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

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

Master degree - The second stage of academic higher education - a set of educational programs that provide the teaching of the basics of relevant specialties, that is necessary for working with the

qualification of a person and for further studies in PhD degree and for graduation with a Master's degree.

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

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

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

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

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

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

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

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

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

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

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





CONTACT

- 📍 6 I.ENUKIDZE STR.
- ☎ 032 2 48 01 41
- 🌐 www.eeu.edu.ge