



EEU

Teacher Training Educational Program Implementation Rule

*Approved by Order No.49 /01-01 of
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Article 1. Scope of Regulation

1. "Teacher Training Educational Program Implementation Rule" (**hereinafter referred to as the Rule**) defines the procedure for developing and implementing the educational program at East European University (hereinafter referred to as the University). It specifies the basis, procedures, and conditions for admission to the program, as well as the legal status of individuals enrolled in the program and the procedure for issuing the Teacher Training Certificate.

Article 2. Educational Program and Its Development Procedure

1. The Teacher Training Educational Program (hereinafter referred to as the "Educational Program") is an independent higher education program, distinct from the integrated bachelor's and teacher training bachelor's-master's programs. It is developed in accordance with the relevant standards, with its development procedure defined by this regulation.
2. The educational program is conducted in the Georgian language and comprises 60 credits;
3. The educational program is developed by the academic and/or invited staff responsible for its implementation, in accordance with the regulations in effect at the university.
4. Following the established procedure for program development and after review by the faculty council, the educational program shall be submitted to the University's representative council for approval.
5. The head of the educational program may be either academic staff or invited personnel.;
6. Any changes to the educational program are made in accordance with the procedure established for its approval.
7. The allocation of credits and the assessment of individuals enrolled in the educational program are carried out in accordance with the "Regulation on the Calculation of Credits for Higher Education Programs," approved by the Order No. 3 of the Minister of Education and Science of Georgia, dated January 5, 2007.

Article 3. Basis for Enrollment in the Educational Program

1. **The basis for enrollment in the educational program is:**

- a) Possession of a bachelor's/master's degree or an equivalent academic qualification in the relevant subject/subject group as specified by the national curriculum, or possession of an artistic/military/sports professional education, in accordance with the procedure established by law;
- b) Passing the subject examination as defined by the applicable legislation;
- c) Passing the examination determined by the university;

Article 4. Documentation to Be Submitted by an Individual Seeking Enrollment in the Educational Program

1. An individual seeking enrollment in the educational program must submit the following documentation within the deadlines established by the rector's order:
 - a) A notarized copy of the document confirming academic higher education (diploma) or a document confirming artistic/military/sports professional education, recognized in accordance with the procedure established by law;
 - b) In the case of foreign education, a document confirming the recognition of the education issued by the National Center for Education Quality Enhancement;
 - c) A copy of the document confirming military registration status, as required by the applicable legislation of Georgia;
 - d) A copy of the identity document;
 - e) A 3x4 format photograph - electronic version;
 - f) Any other documentation specified by the university.

Article 5. Examination defined by the University

1. In the case of passing the subject examination, the individual shall apply to the university for enrollment in the educational program and submit the documentation outlined in Article 4 of this regulation;
2. The university publishes information about the registration of individuals seeking enrollment in the program on its official website one month before the start of document submission.

3. The relevant faculty of the university, together with the head of the educational program, will develop the examination topics and publish them on the official website. The examination may be conducted in either oral or written form.
4. An examination commission is established by the rector's order.

Article 6. Ranking Document

1. After the final results of the examination established by the university are made available to the interested parties in accordance with the procedure established by Georgian legislation, the university creates a ranking document;
2. Only individuals who successfully pass both the subject examination and the examination defined by the university will be included in the ranking document;
3. The ranking document is created based on the number of available spots for the educational program and the final (ranked) score received by applicants in the examination defined by the university;
4. The final score is calculated according to the following procedure:
 - a) The contestant's assessment score is determined based on the five criteria outlined in paragraph "g" of this article. Each criterion is assigned a corresponding score and coefficient;
 - b) The total of the maximum scores assigned to the criteria is 100 points. A score of at least 51 out of 100 will be considered a positive evaluation, with the contestant required to score no less than 40% of the maximum score for each criterion;
 - c) Each criterion is assigned the following score and coefficient:
 - c.1) Knowledge of the selected field – 30 points (coefficient 40);
 - c.2) Motivation – 15 points (coefficient 10);
 - c.3) Planning of the educational process – 20 points (coefficient 20);
 - c.4) Communication skills – 15 points (coefficient 10);
 - c.5) Academic/professional achievements – 20 points (coefficient 20);
 - d) The score obtained for each criterion is divided by its maximum score and multiplied by the corresponding coefficient. The scores for each component calculated in this manner are summed to determine the contestant's final (ranked) score.
5. If, during the creation of the ranking document, it is determined that two or more

individuals have equal eligibility for enrollment, the university will decide whether to increase the number of available spots in the educational program, within the limits of the designated capacity for admitted individuals

Article 7. Enrollment in the Educational Program

1. Enrollment of an applicant in the educational program is based on the ranking document developed by the university.
2. The university shall enter into a contract with the individual enrolled in the educational program for the provision of educational services;
3. The university's rector will issue a consolidated act regarding the enrollment of applicants in the educational program, which must be sent to the Ministry of Education, Science, and Youth of Georgia by October 5 of the same year;
4. Even after the issuance of the rector's consolidated act, the individual enrolled in the program has the right to complete administrative and academic registration;
5. The legal relationships and rights and obligations of the individual between the university and the enrolled individual are regulated by the contract signed between the parties, the university's internal legal acts, and the applicable legislation of Georgia.

Article 8. Administrative and Academic Registration

1. The administrative and academic registration of an individual enrolled in the educational program is carried out in accordance with the university's "Regulation on the Regulation of the Educational Process" and the procedure established for student administrative and academic registration.

Article 9. Additional Semester and Credit

1. The issue of registration for an additional semester and additional credits by an individual enrolled in the educational program is regulated by the university's "Regulation on the Regulation of the Educational Process.";

Article 10. The Workload of an Individual Enrolled in the Educational Program and the Assessment of Their Achievements

1. The activity (workload) of an individual enrolled in the educational program refers to the time required to achieve the learning outcomes defined by the components of the educational program. The student's academic workload should be based on both independent and contact hours.
2. The assessment of the activity of individuals enrolled in the educational program is carried out using credits—a unit that represents the volume of work necessary to achieve the learning outcomes defined by the components of the educational program, measured in time units—hours. At the university, one credit corresponds to 25 astronomical hours of the individual's academic activity (workload), including both contact and independent hours.
3. The distribution of credits occurs among the components defined by the educational program (such as concentration, module, course, practice, etc.). An educational component is one semester-long.
4. A credit reflects the amount of work required to complete a specific component and achieve the learning outcomes.
5. An individual enrolled in the educational program can earn a credit only after achieving the learning outcomes specified in the syllabus of the corresponding course, which is reflected in one of the positive assessments outlined in paragraph 13 of this article
6. After achieving the learning outcomes of the course, the maximum evaluation for an individual enrolled in the educational program is 100 points;
7. The assessment of the achievements of an individual enrolled in the educational program is based on the summation of the results of intermediate (one-time or multiple) and final exams;
8. Intermediate and final assessments (assessment components) include evaluation methods, which are tools or means used to assess the achievement of learning outcomes (oral/written exams, surveys, projects, tests, essays, demonstrations, presentations, discussions, practical/theoretical assignments, group work, participation in discussions, etc.). The unit of measurement for the assessment method is the assessment criterion, which determines the level of achievement of learning outcomes;
9. The number of points for intermediate and final exams is determined by the syllabus of the corresponding course. A final exam score is not allowed to be greater than 40 points or less than 30 points.
10. For each component of the assessment, a minimum competence threshold is defined. The proportion of the minimum competence threshold in the final assessment should not exceed 60% of the final assessment. Taking into account the goals, learning outcomes, and

specifics of the higher education program, the Eastern European University is authorized to set a minimum competence threshold in the assessment method(s), which will be reflected in the syllabus of the specific course;

11. In case of missing an intermediate exam due to a valid reason, an individual enrolled in the educational program has the right to resit the exam. In case of missing the intermediate exam for an invalid reason, the individual can appeal to the university administration with a request for resit, and if granted, they are obligated to pay a fee of 50 GEL for resitting the exam missed for an invalid reason;
12. The right to sit for the final exam is granted to an individual enrolled in the educational program who has accumulated at least 26 points in the intermediate assessment (out of a possible 70 points) or at least 21 points (out of a possible 60 points), unless otherwise specified by the educational program/course syllabus. The syllabus may define a minimum competence threshold for intermediate assessments
13. To receive a positive assessment in the final exam, an individual enrolled in the educational program must accumulate at least 15 points out of a maximum of 30 points, or at least 20 points out of a maximum of 40 points, unless otherwise specified by the educational program/course syllabus. Otherwise, the individual will be awarded 0 points for the respective component;
The mandatory form for the final exam is a written exam, except in cases specified by the field/subject of the course. Depending on the specifics of the course, the exam may also be combined and include both written and oral components. In such cases, the exam will be considered passed if the individual enrolled in the educational program receives at least 50% of the points allocated for each component (written/oral), unless otherwise specified by the educational program/course syllabus;
14. It is prohibited to grant credit based solely on one assessment component (intermediate or final assessment). A student will be awarded credit only after surpassing the minimum competence thresholds defined for each assessment component and receiving one of the positive evaluations specified in paragraph 16, subparagraph "a" of this article.
15. The university's assessment system includes:
 - a) Five types of positive evaluations:
 - (A) Excellent – 91-100 points;
 - (B) Very Good – 81-90 points;
 - (C) Good – 71-80 points;
 - (D) Satisfactory – 61-70 points;
 - (E) Sufficient – 51-60 points.

b) Two types of negative evaluations:

(FX) Fail After Supplementary Assessment– 41-50 points, which means that the individual enrolled in the educational program needs to do more work to pass and is granted the opportunity to retake the exam once through independent work.

(F) Fail – 40 points or less, meaning that the work completed by the individual enrolled in the educational program is insufficient, and they must retake the course/subject from the beginning.

16. In case of receiving the evaluation "Fail – 41-50 points" as defined in paragraph 13 of this article, the individual enrolled in the educational program has the right to take a supplementary exam in the same semester. The interval between the announcement of the main exam results and the supplementary exam should be at least 5 days.
17. The score received on the supplementary exam does not add to the points received on the final evaluation. The score from the supplementary exam constitutes the final evaluation and will be reflected in the final grade of the educational program's course component.
18. Mid-term and final exams at the university are conducted through a centralized system in accordance with the "Examination Center Regulation" and the "Examination Conduct Procedure";
19. The procedures for appealing the received evaluation are determined by the "Examination Conduct Procedure."

Article 11. Suspension and Restoration of the Status of a Person Enrolled in the Educational Program

1. The suspension of the status of a person enrolled in the educational program means a temporary exemption from the performance of the rights and obligations of both the university and the person enrolled in the educational program, for the duration of the status suspension, without terminating the person's status in the educational program.
2. The grounds for the suspension of the status of a person enrolled in the educational program are as follows:
 - a) A personal request (without specifying the reason);
 - b) Studying at a higher education institution abroad;
 - c) Pregnancy, childbirth, child care;
 - d) A deterioration in the person's health condition, which makes it impossible for them to participate in the study process, and is documented;
 - e) Failure to complete administrative or academic registration within the set deadlines;
 - f) Other circumstances provided by applicable legislation and the university's internal legal acts.
3. A person must submit a written request to the university rector for status suspension

within no more than 4 (four) weeks from the beginning of the academic process. After this deadline, the person loses the right to request suspension of their status and the application of tuition fees for the subsequent semesters.

4. In case the circumstances that led to the suspension of the person's status are eliminated, as defined in paragraph 1 of this article, the person is entitled to restore their status by submitting a personal request.
5. The restoration of a suspended status is possible under the same conditions within one month from the start of the semester
6. An order from the university rector is issued regarding the suspension and restoration of a person's status, which must be reflected in the Information System for the Management of Higher Education Institutions by the responsible person within 5 days of its issuance.

Article 12. Termination of the Status of a Person Enrolled in an Educational Program

1. The grounds for the termination of the status of a person enrolled in the teacher training educational program are:
 - a) Personal statement;
 - b) The expiration of the 5-year period from the suspension of the status of a person enrolled in the teacher training educational program, unless otherwise provided by law;
 - c) The submission of false documents or incorrect information to the university, which influenced the positive decision regarding the person's enrollment in the program;
 - d) A gross violation of the university's code of conduct (ethics code);
 - e) The expiration of the additional period for completing the program without finishing it – academic backlog;
 - f) Death or being declared deceased in accordance with the law.
2. The termination of status also implies the termination of the agreement regarding the provision of educational services before the expiration of its term;
3. In the case of status termination, the paid tuition fee will not be refunded;
4. A decree on the termination of student status is issued by the university rector, and within 5 days of its issuance, it is reflected in the higher education management information system;
5. In the case of the termination of a person's status in the educational program, their re-enrollment is allowed according to the procedure established by Georgian legislation

Article 13. Completion of the Educational Program and Issuance of Teacher Training Certificate

1. After accumulating the required number of credits as stipulated by the program, the respective faculty council will make a decision regarding the completion of the educational program by the individual.

2. The decision of the faculty council regarding the completion of the educational program by the individual will be presented to the university rector, who, based on this decision, will issue an order for the preparation and issuance of the teacher preparation certificate for the graduate.
3. The certificate is accompanied by a certificate annex. The university fills out the certificate and its annex in accordance with the "Regulation for the Issuance of the Teacher Training Certificate" approved by the Minister of Education and Science of Georgia, Order No. 142/n, dated October 26, 2016, and the university's "Rules for the Use, Registration, Accounting, and Issuance of Strict Accounting Forms (Diplomas, Teacher Preparation Certificates).
4. The certificate and its annex are filled out in both Georgian and English.
5. If the certificate no longer exists or is deemed unusable, the university will issue a duplicate certificate in accordance with the procedures established by legislation and the university's internal legal acts;

Article 14. Final Provisions

1. Issues related to the implementation of the educational program that are not regulated by these rules shall be governed by the university's "Regulations on the Educational Process" and other internal legal acts, as well as the current legislation of Georgia.
2. This regulation is approved by the university's rector.
3. The rector of the university is authorized to make amendments to this regulation and to declare it void