

approved
of the Rector on May 1, 2023
By order No. 14/01

Saint Tamar King University of the Patriarchate of Georgia
The rule of regulation of the educational process of a non-entrepreneurial (non-commercial)
legal entity

Chapter I. General Provisions

Article 1. General regulations

1. Non-entrepreneurial (non-commercial) legal entity – the regulation of the educational process of the University of the Patriarchate of Georgia named after St. Tamar King (hereinafter - the University) has been developed based on the current legislation of Georgia and in accordance with the internal legal acts of the University.
2. The regulation of the educational process (hereinafter - the rule) regulates the acquisition of student status, suspension, termination, restoration, mobility, recognition of education received during the period of study, evaluation of the student's learning results and other issues related to the conduct of the educational process in the educational programs implemented by the university, and is mandatory for the implementation of the university For academic and invited staff involved in the implementation of the educational process, students and staff supporting the implementation of the educational process.

Chapter II. Obtaining, Suspension, Termination and Reinstatement of Student Status

Article 2. Concept of student status

1. A student is a person who, on the basis of the Law of Georgia on "Higher Education" and in accordance with this rule, is enrolled and studies at the university in a bachelor's, master's or doctoral educational program.
2. A person with a document confirming complete general education or an equivalent document has the right to study at the undergraduate educational program, based on the results of the

unified national exams, with mobility or without passing the unified national exams, in accordance with the legislation of Georgia and this rule.

3. A person with at least a bachelor's degree or equivalent academic degree has the right to study at the master's educational program, based on the results of the common master's exam, with mobility or without passing the common master's exam, in accordance with the legislation of Georgia and this rule.

4. A master's degree or a person with an academic degree equivalent to it is entitled to study at the doctoral educational program, in accordance with the requirements of the doctoral program(s) in the relevant specialty.

5. Teaching at the doctoral educational program at the university is regulated in accordance with the regulations of the doctoral and dissertation council approved by the order of the rector.

Article 3. Obtaining the status of a student on the basis of unified national exams for the undergraduate educational program

1. A person with a document confirming complete general education or a document equivalent to it, who obtained the right to enroll in the university based on the results of the unified national exams and passed administrative registration, has the right to study at the undergraduate educational program.

2. Administrative registration is a mandatory process that takes place in the university after the publication of the final results of the national exams by the National Center for Assessment and Examinations of the University, within a reasonable period of time, at which time the applicant must present the mandatory documents in material form to be granted student status.

3. Documents to be submitted to obtain student status are:

a) ID card (copy);

b) Original or notarized copy of a document confirming complete general education (certificate);

c) a copy of the document confirming being on military registration (only for persons subject to military registration in accordance with the law); d) photograph (3X4) with electronic version;

e) in the case of a minor - a birth certificate and a copy of the identity card of the legal representative/parent.

4. Information on the terms of registration of entrants and the list of documents to be submitted is approved by the rector's order and published on the university's website.

5. Based on the results of registration and presentation of relevant documentation, the rector issues a single act (order) on the enrollment of students in the university and signs a contract with them (in the case of minors - with the legal representative).

6. The rector's order on obtaining student status is issued no later than the first of October of the relevant academic year and is sent to the Ministry of Education and Science of Georgia, and the data on enrolled students are entered in the register of educational institutions (hereinafter - the register) within the time limit established by the law.

7. An applicant who is included in the ranking document, but does not complete the registration within the established period and therefore cannot be included in the rector's order, has the right

to apply to the university with a request for enrollment until June 1 of the following year after the rector's order is issued.

8. The rector is obliged to issue an order on the enrollment of the persons provided for in paragraph 7 of this article within one year in such a way as to ensure the admission of the person to the educational process and the achievement of the learning results in accordance with the law. The rector's act is sent to the Ministry of Education and Science of Georgia within 15 days after its publication. Enrolling a person in this way excludes the possibility of using the obtained state training grant.

Article 4. Obtaining the status of a student at the master's educational program based on the general master's examination

1. A person with at least a bachelor's degree or an academic degree equivalent to it, who obtained the right to continue studying at a master's educational program based on the results of the common master's examination and passed the internal exams appointed by the university, has the right to study at the master's educational program.

2. Only those with a master's degree have the right to participate in internal exams
the candidate

which successfully exceeded the minimum established by the legislation of Georgia
Competence limit and passed registration.

3. In order to pass the internal exams, the registration of candidates for master's degree takes place at the university, within a reasonable period determined by the order of the rector.

4. Information on registration deadlines and the list of documents to be submitted is approved by the Rector's order and published on the university's website.

5. Those wishing to enroll in the master's program must submit an application in the name of the rector and attach the following documents within the deadline set for registration:

a) ID card (copy);

b) original or notarized copy of a document certifying a bachelor's degree or equivalent academic degree;

c) a copy of the document confirming being on military registration (only for persons subject to military registration in accordance with the law);

d) photograph (3X4) together with the electronic version;

e) exam card of the general master's exam / results of the general master's exam;

f) International certificate confirming language competence (B2 level) in a foreign language (if any).

6. Based on the registration results, the university ensures the organized conduct of internal entrance exams. The topic of the internal master's exams is determined by the relevant faculty.

7. A master's degree candidate who presents an international certificate confirming knowledge of the relevant foreign language at the B2 level will be exempted from the foreign language exam.

8. Candidates for master's degree who have passed the internal exams (passed the minimum competence threshold) are sent a message on behalf of the university and/or the list is published on the website (with personal data protection), within three days after the end of the exams. After the announcement of the results of the internal examinations, the candidate for the master's degree can appeal the results within three days after the publication. If there are any, the complaints of the candidates for master's degree will be considered by the Complaints Council (the composition is approved by the Rector's order) and it will make a decision on whether or not to satisfy the complaint, no later than two working days after receiving the complaints.

9. After the completion of the appeal procedures, the identity of the candidates to be enrolled in the master's degree will be revealed, who, based on the results of the general master's examination and the university's internal examinations, have obtained the right to continue their studies at the relevant master's educational program.

10. Enrollment in the master's program is formed by a unified act of the rector, which will be published

Admission to the master's program is based on the results of the common master's exam and internal exams.

12. The rector's order on the enrollment of students in the master's program is reflected in the National Center for Assessment and Examinations

Article 5. Obtaining student status without passing the unified national exams/common master's exam

1. Obtaining the status of a student on a bachelor's educational program without passing the unified national exams is allowed in accordance with the rules and deadlines established by the Minister of Education and Science of Georgia:

a) for citizens of a foreign country and stateless persons who have received a complete general or equivalent education in a foreign country;

b) for citizens of Georgia who received full general education or its equivalent in a foreign country and studied the last 2 years of full general education in a foreign country;

c) for citizens of foreign countries (except for students participating in a joint higher education program and students participating in an exchange education program), who study/studied and received credits/qualifications in a foreign country in a higher education institution recognized in accordance with the legislation of this country.

d) for citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program), who lived in a foreign country for at least 75 days during one of the semesters during their studies at a higher educational institution of a foreign country and received credits/qualifications in a foreign country in accordance with the legislation of that country in a recognized higher educational institution accordingly.

2. Obtaining the status of a student at the master's educational program of the university without passing the general master's exam is allowed in accordance with the procedure and within the time limits established by the Minister of Education and Science of Georgia:

a) for candidates for master's degree, who received the corresponding degree in a foreign country

document confirming the academic degree of higher education;

b) for citizens of a foreign country (except for students participating in a joint higher education program), who study/studied and received credits/qualifications in a foreign country in the master's program of a higher educational institution recognized in accordance with the legislation of this country;

c) for citizens of Georgia (except for students participating in the joint higher education program and students participating in the exchange education program) who live/lived, study/studied for the period determined by the Ministry of Education and Science of Georgia (living in a foreign country means staying in a foreign country for at least 75 days during one of the semesters)) and have received credits/qualification in a foreign country in the master's degree of a higher educational institution recognized in accordance with the legislation of this country;

3. The persons specified in the first and second paragraphs of this article, in order to continue their studies at the university, must apply to the rector for written approval.

4. The persons referred to in the first paragraph of this article must attach to the application: a) a copy of the citizenship document;

b) a copy of the document confirming the complete general or equivalent education received in a foreign country;

c) A copy of the document confirming the credits/qualification received in a higher educational institution of a foreign country - for persons who study/studied and received credits in a foreign country in an institution recognized in accordance with the legislation of this country.

5. The persons specified in paragraph 2 of this article must attach to the application:

a) Copy of citizenship document;

b) a copy of the document confirming the credits obtained in the master's program of the higher educational institution of a foreign country/a copy of the document confirming the corresponding higher education qualification issued by the higher educational institution recognized by the foreign country;

c) Copies of documents certifying qualifications received in Georgia - diploma and diploma supplement - for candidates for master's degree:

6. Based on the review of the application submitted by the persons specified in paragraphs 1 and 2 of this article to continue their studies at the university, the university conducts an interview in order to determine the language knowledge of the educational program of the entrant/student/master's degree candidate wishing to obtain the right to study without passing the unified national exams and ensures the said interview Making the video recording available to the Ministry of Education and Science of Georgia.

7. In case of a positive result of the conducted interview, the Rector's written consent will be given regarding the possibility of admission of the entrant/student/master's degree candidate to the relevant program in the vacant place within the total number of students of the university.

8. Entrants/students/candidates for master's degree without passing unified national exams/common master's exam will get the right to study at the university based on the

individual administrative-legal act of the Ministry of Education and Science of Georgia, which is sent to the university.

9. The rector is obliged to issue an order on the enrollment of the persons provided for in paragraph 8 of this article within one year in such a way as to ensure the admission of the person to the educational process and the achievement of the learning results in accordance with the law.

Article 6. Suspension of student status

1. Suspension of student status is considered the right between the university and the student - exemption from duties without termination of student status.
2. The grounds for suspending student status are:
 - a) personal statement (without specifying the reason); b) financial debt;
 - c) failure to register (administrative, academic);
 - d) pregnancy, childbirth, child care or deterioration of health;
 - e) studying in a higher educational institution of a foreign country, except for studying within the exchange educational program.
3. The maximum period of suspension of student status is 5 years. A person with suspended student status enjoys the right of internal and external mobility.
4. 5 years after the suspension of the status, the person's student status is terminated and he has the right to enjoy the right of external mobility for one year after the suspension of the status.
5. It is not allowed to suspend the status of a student participating in the exchange educational program who has left Georgia within the framework of the exchange educational program.
6. The suspension of the student's status is formalized by the rector's order, and the relevant information is reflected in the register within the period established by the law.

Article 7. Termination of student status

1. The grounds for termination of student status are:
 - a) personal statement (without specifying the reason);
 - b) completion of the relevant educational program;
 - c) transfer to another higher educational institution;
 - d) Expiration of the 5-year period after suspension of student status;
 - e) death;
 - f) Violation of the university's code of ethics.
2. Termination of the student's status is formed by the rector's order with justification.
4. The legal consequences provided for by the legal act on the termination of the student status are established twelve months after the Rector's order is issued. During this period, the

student's status is considered suspended and the student is entitled to enjoy the right to mobility, unless the reason for the termination of the student's status is incompatible with the statute of the receiving institution.

5. In case of termination of the student status, it is allowed to obtain it again in accordance with the law.

Article 8. Restoration of student status

1. It is possible to restore the suspended status for a student within 5 years from the suspension of the status, by the student's personal statement, after the elimination of the circumstances that caused the suspension of the student's status.

2. The restoration of the student's status is formed by the order of the rector.

Article 9. Rules of student semester registration

1. Before the start of the relevant academic semester of study, the student is obliged to complete the semester registration. Namely: administrative registration (with payment of 50% of tuition fees for one academic year) and academic registration.

2. Students with partial funding as a result of state and/or other grant/social programs must pay the difference between the funding and the actual tuition fee within the deadlines set for semester registration. And the deadlines for financing the studies of students who have obtained the right to finance their studies with a 100% state educational grant according to the established rules are determined by the rules established by the legislation of Georgia.

3. The term of semester registration of a university student is determined after the end of the academic semester and continues for no more than 2 academic weeks of the next academic semester.

4. During the semester registration period (except for the first semester of study), the student is notified of the grades received in the study courses completed in the previous academic semester and the number of accumulated credits (both subject and total) and the list of the study disciplines, which he has acquired the right to teach in the study courses completed at this stage and according to the accumulated credits. Also, he can familiarize himself with the existing educational programs, information about each specialty and the syllabi of the relevant training courses. Students who fail to pass the academic registration (the sum of the credits of the subjects to be processed exceeds 15 units) lose the right to attend lectures.

5. In case of admission to the educational process without passing the initial administrative/semester registration according to the established procedure, the student does not have the right to request late registration and recognition of the received services (interim and/or final assessment(s)). The university administration is authorized, considering the student's actual social conditions and/or high readiness for learning, to recognize the academic results

obtained by the student through the relevant educational services and to allow him to the next stage of education.

6. The student has the right to request cancellation of administrative registration and/or transfer of the paid tuition fee to the next academic semester within 3 academic weeks after the beginning of the educational process. After this period, the student loses the right to request a refund of the amount paid and/or its use in the next academic semester(s).

Article 10. Student assessment

1. Evaluation of the level of achievement of the student's learning outcome in each component of the program should include intermediate and final evaluation.

2. For each form and component of assessment, a specific share (may be expressed in percentages) of the total assessment score (100 points) in the final assessment must be determined.

3. It is not allowed to grant credit using only one form of assessment (interim or final assessment). Credit is granted to the student in the case of receiving a positive assessment as specified in paragraph 9 of this article.

4. Each form of assessment includes an assessment component/components, which includes an assessment method/methods, and the assessment method/methods are measured by assessment criteria.

5. The evaluation component, method and criterion must be adequate for the evaluation of the learning outcomes determined and achievable by the component of the educational program.

6. In each evaluation form, the minimum competence threshold should be defined. The specific share of the minimum competence limit of the final assessment should not exceed 60% of the final assessment. According to the established rules, the university is authorized to determine the minimum competence limit in the assessment component as well.

7. The evaluation of the learning outcomes of the components of the educational program must be completed in the same semester in which it was carried out.

8. The Master's Project/Thesis, Creative/Performing Work, or other Scientific Project/Thesis must be evaluated in the same or the following semester in which the student completes work on it. The master's project/thesis, creative/performance work or other scientific project/thesis must be evaluated once (with a final evaluation). The evaluation should use the relevant method/methods and criteria for evaluating the result.

9. The evaluation system allows:

a) five types of positive assessment:

A.A) (A) Good - 91-100 evaluation points;

A.B) (B) Very good – 81-90 points of the maximum assessment;

A.C) (C) good – 71-80 points of the maximum evaluation;

A. D) (D) Satisfactory - 61-70 points of the maximum assessment;

A.e) (E) Sufficient – 51-60 points of the maximum assessment.

b) two types of negative assessment:

BA) (FX) failed – 41-50 points of the maximum assessment, which means that the student needs more work to pass and is allowed to take one additional exam with independent work;
bb) (F) Failed – 40 points of the maximum assessment and less, which means that the work done by the student is not enough and he has to study the subject again.

10. In the component of the educational program, in the case of acceptance of FX, the university, according to the established procedure, means an additional exam based on the results of the final exam.

Not less than 5 days after the announcement.

11. The number of points obtained in the final assessment is not added to the grade obtained by the student in the additional exam.

12. The grade obtained on the additional exam is the final grade and is reflected in the final grade of the educational program component.

13. In case of receiving 0-50 points in the final evaluation of the educational component, taking into account the evaluation received at the additional exam, the student will be assigned an F-0 score.

Article 11. Organizational rules and terms of the academic year

1. Study week is a period of time on which the study load of a student with average academic achievement is distributed and includes a combination of both contact and independent time activities.

2. A semester is a period of time that includes a combination of academic weeks, a period of conducting supplementary examination/examinations and evaluating student achievement on supplementary examination/examinations.

3. An academic year is a set of semesters and a rest period between them, which does not exceed 12 continuous calendar months.

4. One academic year includes 60 (ECTS) credits.

5. Taking into account the features of the higher education program and/or the student's individual study program, it is allowed for the student's annual workload to exceed 60 (ECTS) credits or be less than 60 (ECTS) credits. It is not allowed for the student's annual load to exceed 75 (ECTS) credits.

6. The university is authorized, based on the educational goals, to implement the teaching-learning process with partial load within the framework of master's and doctoral educational programs. Part-time teaching-learning load mode means a student's study load with a total volume of independent and contact hours of no more than 25 hours per week.

7. In determining the part-time teaching-learning load, one academic year includes an average of 30 (ECTS) credits.

8. The period of one academic year/semester/academic week of the university is defined by the normative act(s) of Georgia, in accordance with the rules established by the university's charter and these internal regulations, - by the schedule of the educational process of the academic semester.

9. The period of holidays and vacations in the schedule of the educational process of the academic semester is determined in accordance with the legislation of Georgia and the church calendar of the Apostolic Autocephalous Orthodox Church of Georgia.

Article 12. Award of academic degree and document confirming higher education (diploma)

1. After completing the higher education program, the graduate is awarded the appropriate academic degree/qualification.

2. The academic degree of bachelor is awarded to the student after collecting at least 240 ECTS credits provided by the relevant educational program and

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In the case of full fulfillment of the requirements defined by the program.

3. The academic degree of Master's degree is awarded to the student in case of collecting at least 120 ECTS credits provided by the relevant educational program and fully fulfilling the requirements defined by the program.

4. The academic degree is awarded by the faculty council, based on whose decision the rector's order is issued to terminate the student status of the program graduates and issue a diploma (certifying document of higher education) in the form prescribed by law.

6. The Honors Diploma is awarded if, upon completion of the respective program, the student's Grade Point Average (GPA) is at least 3.5 or higher and, in addition, the student has received at least a "B" grade in all courses/components of the program. In all other cases, an ordinary diploma is issued.

7. The award of an academic degree is confirmed by a diploma signed by the rector and the dean of the relevant faculty and certified by the seal of the university. A diploma supplement is issued together with the diploma.

8. The diploma is issued to the holder based on the presentation of an identity card (passport).

9. The diploma can be issued to the representative of the diploma holder, upon submission of a power of attorney and the identity document (passport) of the authorized person.

10. The diploma holder/representative confirms the fact of receiving the diploma by signing the diploma registration journal.

11. In case the diploma is lost/unusable, a duplicate diploma will be issued upon request of the graduate.

Chapter III. The rule of recognition and mobility of the student's education

Article 13. The procedure for changing/cancelling the educational program and recognizing the education received during the study period

1. Taking into account the specifics of the profile of the higher educational program and financial issues, the issue of canceling/changing the relevant educational program may be considered. In case of cancellation of the educational program, the university offers the student the opportunity to continue his studies with another educational program, taking into account the credits received within the framework of the changed or canceled educational program.
2. In case of cancellation/change of the higher educational program, the university may offer the student an individual educational program, which will ensure the qualification that was achieved after the completion of the educational program in which the student was enrolled. A student is transferred to another educational program based on his consent.
3. Credits received by the student within the framework of the changed or canceled educational program and/or according to the established procedure for those wishing to restore the status of a student

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Recognition is subject to determination of compliance with the European Credit Transfer and Accumulation System (ECTS) and the chosen educational program. The university determines the compatibility of the credits collected within the framework of another educational program of the relevant person with the educational programs offered by it and the compliance of the achieved learning results and makes a decision on the recognition of the relevant credits. Credits received within the framework of those educational programs, for which enrollment and teaching were carried out according to the established rules, are subject to recognition. As a result of the content study, the relevance of the educational courses taken by the student and provided by the educational program of the university is determined, despite the differences in their names.

4. Within the framework of the changed or canceled educational program, the compatibility of the knowledge and skills of the student who wishes to restore the status of a student with the educational program and the recognition of credits is formed by the individual-legal act of the university rector.
5. If the university does not implement an educational program compatible with the canceled educational program, before making the relevant decision, the university is obliged to sign an agreement with another higher educational institution on the recognition of the program completed by the student and to inform the National Center for the Development of the Quality of Education of the State Educational Institution about the decision.

Article 14. The rule of recognition of the education received during the student's mobility and study period

1. The rule of free movement (mobility) of students - to participate in learning, teaching and research processes both in Georgia and abroad, which is accompanied by the recognition of education and credits received during the period of qualification or study, is determined by the Minister of Education, Science, Culture and Sports of Georgia.
2. Student mobility can be carried out twice during the calendar year, as well as within the framework of extraordinary mobility

system (hereinafter referred to as the management system) within the time limit established by the individual administrative-legal act of the head, taking into account the available student vacancies in the university.

3. The corresponding individual administrative-legal act of the head of the management system defines:

- a) The deadline for submitting the number of places for students admitted by the university to the system of mobility;
- b) the term of registration on the electronic portal of persons wishing to be mobile;
- c) The deadline for electronic reflection of the draft legal act of the university on the persons to be enrolled by the mobility rule in the register of educational institutions.
- d) the deadline for submitting information to the management system about the number of places for students to be accepted by the university with special mobility levels and educational programs, as well as tuition fees;
- e) the deadline for submission of the project of the legal act of the university on the persons to be enrolled with extraordinary mobility in the management system;

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c) The deadline for issuing the decree of the rector of the university on the enrollment of a student through extraordinary mobility.

4. Admission to vacant places in the educational programs of the university within the framework of mobility/extraordinary mobility is carried out only under the conditions specified by the legislation of Georgia, a written application (in the appropriate electronic form) in the management system about the number of places of students accepted by the university under the rule of mobility/extraordinary mobility, the university statutes and these bylaws.

5. The applicant for mobility has the right to apply to the university according to the established procedure for enrollment in the relevant educational program, management system
From the second day of the "positive result on the electronic portal" - no later than 2 working days before the deadline for submitting the legal act of the university rector to the management system.

6. The applicant for extraordinary mobility has the right to apply to the university in accordance with the established procedure for enrollment in the relevant educational program, according to the procedure prescribed by the corresponding individual administrative-legal act of the head of the management system.

- No later than 2 working days before the deadline for submission of the legal act of the university rector on the persons to be enrolled in the mobility system to the management system.

7. The deadline for submission of copies of duly certified documents of the entire personal file by the persons to be enrolled in the university by the mobility method is determined from the second day of the "positive result on the electronic portal" of the management system - no later than 2 working days after the deadline for submitting the legal act of the university rector about the persons to be enrolled in the mobility method to the management system early.

8. An applicant for mobility, who does not apply to the university in the established manner, loses the right to enroll in the university through mobility, except for the cases stipulated by the legislation.

9. The University shall recognize the educational programs/credits previously acquired by the mobility applicants and shall develop a draft legal act of the Rector of the University regarding the mobility enrollment of the student(s), which shall be submitted to the management system, which verifies the data specified in the draft legal act of the university rector and issues a conclusion on the possibility of enrolling the students specified in the draft through mobility. In accordance with the stated conclusion and these bylaws, the university enrolls mobile students.
10. In order to recognize the previously utilized credits of the persons to be enrolled in the university according to the mobility rule, the deadline for making a motivated decision (conclusion) of the university is determined by 1 working day after receiving the relevant documents.
11. The term of confirmation (agreement/refusal) regarding the number of credits recognized by the university by the persons to be enrolled by the mobility method is determined - no later than the deadline for submission of the project of the legal act of the rector of the university to the management system on the persons to be enrolled by the mobility method 14
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before the working day.
12. The deadline for issuing the legal act of the university rector on the enrollment of students by mobility is determined by the management system after the conclusion on the project of the legal act of enrollment by mobility - no later than October 1 in the fall semester, and March 1 in the spring semester.
13. When issuing the legal act of the rector of the university on enrollment according to the mobility of students, those persons whose enrollment has not been given a positive conclusion by the management system or who do not submit the appropriate documentation and/or do not undergo administrative registration within the established period, should be removed from the project.
14. The legal act of the rector of the university on the enrollment of students according to the mobility rule is reflected in the register of educational institutions within 2 working days after its issuance, and is sent to the management system within 3 working days.
15. The deadline for issuing the extract from the legal act of the rector of the university issued on the termination of status for students who have transferred from the university to other higher educational institutions and other documents of the personal file in the established manner is determined by the deadline of 1 week from the student's application.
16. The deadline for submitting the legal act of termination of the status of a student transferred from the university to other higher educational institutions (in the corresponding electronic version) in the management system is determined no later than October 1 in the fall semester, and March 1 in the spring semester.
17. A university student is entitled to transfer to another higher educational institution according to the established rules. In case of a positive conclusion of the management system, the receiving higher educational institution, upon the request of the student, issues a notification about his enrollment in the relevant educational institution. The said notification together with the student's written application will be submitted to the university, on which the university rector's legal act on terminating the status of a university student will be issued to the applicant within the relevant period, and the student will be given the documentation in his/her personal file.

18. In case of transfer of a university student to another higher educational institution according to the established procedure, the status of a university student can be terminated also based on the information in the register of educational institutions.

19. The deadline for issuing the legal act of the rector of the university on the termination of the status of a student transferred from the university by mobility to other higher educational institutions is determined by a reasonable period after the reflection of the relevant legal act(s) of enrollment in the register of educational institutions by mobility.

20. A student has the right to transfer from one educational program of the university to another educational program within one level (internal mobility). A student can use internal mobility twice a year after the end of the relevant semester - no later than 7 working days before the start of the next semester. A prerequisite for internal mobility is the student's

Determining the relevance of the educational program to the new educational program.

Combining the structural units of the educational program in different ways allows the student, in case of changing the main specialty, to consider the completed subjects/modules as an additional specialty.

in the program (except for regulated specialties, whose program does not include an additional specialty module).

21. In order to implement internal mobility, the student applies to the rector of the university with a written statement, on the basis of which the educational program completed by the student is compared with the new educational programs. A student transferred to an educational program through internal mobility will be charged a tuition fee in the same amount that is established for students of the educational program to which he was transferred. For programmatic compatibility, if the student has the number of credits required to complete the additional credits/additional semester, the tuition fee for the additional credits/additional semester will be equal to the tuition fee established for the first semester of study in that year.

22. In order to recognize the previously utilized credits of the persons to be enrolled in the university according to the internal mobility rule, the deadline for making a motivated decision (conclusion) of the university is determined by 1 working day after receiving the relevant documents.

23. After determining the compatibility of the educational programs, the university decides from what stage it is possible for the student to continue his studies and, based on the legal act of the university rector, the student will be enrolled in the relevant educational program in order to continue his studies.

24. The term of confirmation (agreement/refusal) of the persons to be enrolled through internal mobility regarding the number of credits recognized by the university is determined no later than 4 working days before the start of the next semester.

25. The recognition of credits of those wishing to transfer/restore by mobility is subject to the determination of compliance with the European Credit Transfer and Accumulation System (ECTS) and the curriculum of their chosen educational program. The university determines the compatibility of the credits collected within the framework of the mobility and/or internal mobility of a person wishing to move from another higher educational institution with the educational programs it offers and the learning results achieved and makes a decision on the recognition of the relevant credits. Credits received within the framework of educational programs, for which enrollment and teaching were carried out in accordance with the rules established by the

legislation of Georgia, are subject to recognition. It is allowed to recognize the study course, which is not included in the educational program of the university. As a result of the content study, the relevance of the educational courses taken by the student and provided by the educational program of the university is determined, despite the differences in their names. The credits of the educational program on the basis of which the qualification was awarded cannot be recognized for the purposes of any other program, except for the credits received within the framework of the graduate specialist educational program.

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Recognition for the purposes of the undergraduate program.

26. On the basis of an interview or an internal exam, the university is authorized to determine the compatibility of the mobility applicant's knowledge and skills with the educational program.

Non-existence of compatibility is the reason for refusing to enroll a person with mobility.

27. The compatibility of the knowledge and skills of applicants for mobility and/or internal mobility from other higher educational institutions with the educational program and the recognition of credits is formed by a motivated decision (conclusion) of the university.

28. The deadline for issuing the legal act of the rector of the university regarding the enrollment of students according to the internal mobility rule is determined no later than October 1 in the fall semester, and March 1 in the spring semester.

29. The deadline for the submission of the legal act issued by the rector of the university on the internal mobility of students to the register of educational institutions and submission to the management system is determined by the procedure established by the Minister of Education, Science, Culture and Sports of Georgia.

Chapter IV. Other additional conditions for granting qualifications to undergraduate and graduate students of the university faculty

Rule of execution

Article 15. Bachelor thesis

1. A student's bachelor's program is considered completed if he has accumulated the credits provided for in the educational program and successfully defended his bachelor's thesis according to the established procedure.

2. The bachelor's thesis is a kind of summative work, which tests the student's skills of argumentation, analysis and synthesis, as well as the ability to see and evaluate problems. It reveals the conformity of the student's level of knowledge and creative, research skills with the requirements defined by the bachelor's program.

3. The bachelor's thesis must meet the following requirements:

a) The volume of the paper should not be less than 30 pages of A-4 format. Font: "Sylfaen"; font size: 12; Size of headings and sub-headings: 14; Distance between lines: 1.5; Side margins (all sides): 2 cm;

b) The following components should be considered in the structure of the thesis: b.a) Title page (the first page of the thesis);

- bb) Annotation (no more than one page should reflect the structure, goals and brief conclusion of the bachelor's thesis);
- b.c) introduction (justification of the topicality of the topic, goals, objectives, research subject and used methods);
- b.d) the main part of the text (should be divided into chapters and paragraphs. Diagrams, tables, drawings can be attached);
- b.e) conclusion (must reflect the results of the bachelor thesis);
- bv) list of used literature (should be presented at the end of the paper in alphabetical order. first editions in Georgian, and then editions in foreign languages).
- b.g) The list of used literature should indicate:
- b.z.a) in the case of using a periodical publication: last name and initials of the author(s), title of the work, year, volume number, name of the scientific journal (in italics), issue number and pages on which the work is placed;
- b.z.b) in the case of using a book or monograph: surname and initials of the author(s), first name (in italics), year of publication, place of publication, publishing house;
- b.z.g) in the case of using the Internet: the surname and initials of the author(s) of the material, the author of the website, the name of the material with a reference to the link, the address of the website and the date of the search of the material;
- bzd) in case of using an electronic publication: surname and initials of the author(s) of the article, title of the article, year, name of the electronic publication (in italics), issue number, chapter, paragraph (written in parentheses), website address and material date of search;
- b.z.e) in the case of using official documents: the name of the country, the name of the agency to which the document belongs, the type of document (order, law, etc.), the name of the document with an indication of the relevant identification number and year, the place of the publication in which the specified document is found and the name of the publication where the specified document was found;
- b.z.f) The literature used in the text should be indicated as follows: at the end of the quotation, a parenthesis is opened, where the serial number of the named literature is written according to the attached list and separated by a comma. and then indicate the pages from which the quote or thesis is taken (eg: 15, 150-161);
- b.z.g) In the main part of the work, a footnote should be used to indicate additional information (eg: see Appendix 2).
- c) The paper should be bound in the following order: title page, annotation, table of contents, introduction, chapters, conclusion, references and appendix (footnote).
4. The student has a supervisor while working on the bachelor's thesis. The supervisor of the bachelor's thesis is chosen by the student from among the academic staff of the university. The student can choose the topic and the supervisor of the bachelor's thesis at the beginning of the 8th academic semester of studies in the bachelor's program, no later than one month after the beginning of the academic semester. The topic of the bachelor's thesis can be changed only once, not more than two months before the end of the submission period, in agreement with the supervisor and by submitting a written application to the dean of the main educational structural unit (faculties) of the university.
5. Supervisor of the bachelor's thesis: in order to guide the student's bachelor's thesis in the right direction, he helps him in choosing a topic, drawing up a work plan and processing a

bibliography; checks the progress of the student's work on the topic, makes comments and recommendations; helps the student in correcting the research in the wrong direction; by the student on his undergraduate thesis

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After completing the work, according to the rules established by these regulations, the bachelor's thesis is reviewed (preliminary review) and evaluated within 60 points within 2 weeks at the latest.

6. The supervisor of the bachelor's thesis has the right to refuse to supervise the student's bachelor's thesis with a written motivation, both before the start of work and during the work on the topic, not later than one month after the start of work.

7. Under the general evaluation system, the bachelor's thesis is determined by an independent percentage share, and the grade obtained as a result of its protection according to the established rules is noted in the standard appendix of the corresponding diploma.

8. The maximum assessment of a bachelor's thesis is equal to 100 points, which is distributed among the following evaluation components:

a) Preliminary review of the bachelor's thesis - by the supervisor of the bachelor's thesis -

It is evaluated with 60 points, according to the following criteria:

AA) novelty and relevance of the topic - 10 points;

A.b) thoroughly searched relevant literary sources, their systematization - 10 points;

A.C) ability to study and present materials surrounding the research issue - 10 points; A.d)

problem identification, research and analysis ability, consistency of reasoning - 20 points;

A.e) technical, stylistic and grammatical fluency of the work - 10 points.

b) Public defense of the bachelor's thesis - is evaluated with 40 points by the faculty council, according to the following criteria:

B.a) understanding of the presented paper - 10 points;

bb) verbal part of the presentation - 15 points;

BG) technical side of the presentation - 5 points;

b.d) Answers given to questions, remarks and recommendations - 10 points.

9. In order to obtain the right to go to the public defense of the bachelor's thesis, the student must have at least 11 points accumulated in the preliminary review of the bachelor's thesis.

10. The evaluation score of the bachelor's thesis is calculated through the arithmetic average of the scores written by the faculty council. A student's bachelor's thesis will be considered completed if he/she scores 51 or more points during the assessment.

11. If the bachelor's thesis is evaluated with 41-50 points, the student is given the right to go to the public defense of the bachelor's thesis once. The interval between the public defense of the bachelor's thesis and the additional defense should be no less than 10 days. And in case of evaluation of the bachelor's thesis with 0-40 points, the student is given the right to choose a new topic and to defend the bachelor's thesis in front of the Faculty Council according to the established procedure.

Article 16. Master thesis

1. The student is considered to have completed the master's program if he has accumulated the credits provided for in the educational program and has successfully defended the master's thesis.

2. The master's thesis is a kind of summary work, which tests the student's skills of argumentation, analysis and synthesis in the specialty, as well as

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Ability to view and evaluate problems. It reveals the compliance of the student's knowledge level and creative, research skills with the requirements defined by the master's program.

3. The master's thesis must meet the following requirements:

a) The volume of the paper should not be less than 60 pages of A-4 format. Font: "Sylfaen"; font size: 12; Size of headings and sub-headings: 14; Distance between lines: 1.5; Side margins (all sides): 2 cm;

b) The following components should be considered in the structure of the thesis: b.a) Title page (the first page of the thesis);

bb) Annotation (no more than one page should reflect the structure, objectives and brief conclusion of the master's thesis);

b.c) introduction (justification of the topicality of the topic, goals, objectives, research subject and used methods);

b.d) the main part of the text (should be divided into chapters and paragraphs. Diagrams, tables, drawings can be attached);

b.e) conclusion (must reflect the results of the bachelor thesis);

bv) list of used literature (it should be presented at the end of the paper in alphabetical order. First publications in Georgian, and then publications in foreign languages).

b.g) The list of used literature should indicate:

b.z.a) in the case of using a periodical publication: last name and initials of the author(s), title of the work, year, volume number, name of the scientific journal (in italics), issue number and pages on which the work is placed;

b.z.b) in the case of using a book or monograph: surname and initials of the author(s), first name (in italics), year of publication, place of publication, publishing house;

b.z.g) in the case of using the Internet: the surname and initials of the author(s) of the material, the author of the website, the name of the material with a reference to the link, the address of the website and the date of the search of the material;

bzd) in case of using an electronic publication: surname and initials of the author(s) of the article, title of the article, year, name of the electronic publication (in italics), issue number, chapter, paragraph (written in parentheses), website address and material date of search;

b.z.e) in the case of using official documents: the name of the country, the name of the agency to which the document belongs, the type of document (order, law, etc.), the name of the document with an indication of the relevant identification number and year, the place of the publication in which the specified document is found and the name of the publication where the specified document was found;

b.z.f) The literature used in the text should be indicated as follows: at the end of the quotation, a parenthesis is opened, where the serial number of the named literature is written according to the attached list and separated by a comma. and then indicate the pages from which the quote or thesis is taken (eg: 15, 150-161);

b.z.z) used to indicate additional information in the main part of the paper

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It should be a footnote (eg: see Annex 2).

c) The paper should be bound in the following order: title page, annotation, table of contents, introduction, chapters, conclusion, references and appendix (footnote).

4. The student has a supervisor while working on the master's thesis. The supervisor of the master's thesis is chosen by the student from among the academic staff of the university. A master's thesis topic and supervisor can be chosen by a master's student at the beginning of the 3rd academic semester of study at the master's program, no later than one month after the start of the academic semester. The topic of the master's thesis can be changed only once, not more than two months before the end of the submission period, by agreement with the supervisor and by submitting a written application to the dean of the main educational structural unit (faculties) of the university.

5. Supervisor of master's thesis: in order to direct the student's master's thesis in the right direction, he helps him in selecting a topic, drawing up a work plan and processing bibliography; checks the progress of the student's work on the topic, makes comments and recommendations; If the research is directed in the wrong direction, it helps the student to correct it.

6. The supervisor of the master's thesis has the right to refuse to supervise the student's master's thesis, both before the start of work and during the work on the topic, no later than one month after the start of work.

7. The procedure for evaluating the master's thesis is determined by the normative acts of Georgia and the relevant master's program.

Chapter V. General instructions for the development and implementation of the educational program(s) of the University.

Article 17. Content of educational program(s).

1. The implementation of the academic higher education program(s) of the university faculty is provided by the study directions/courses at the faculty, which are not independent structural units.

2. Educational programs are developed by the faculty council and approved by the rector of the university on his own submission. Before or after the approval of the educational program, it is possible to take into account the reasoned recommendations/conclusions of the quality assurance service of the university, within its competence, in the process of making a decision on the relevant issue.

3. In the academic higher education program of the university faculty, the following should be indicated: the name of the program; qualifications to be awarded; program volume in credits; language of instruction; The purpose of the educational program (aimed at developing the student's competencies and determining the field of employment); Prerequisite for admission to the program; learning outcome; methods of achieving learning outcomes; student knowledge assessment system; Curriculum, indicating the peculiarities of teaching organization.
4. The academic higher education program of the university faculty should be accompanied by: training course programs (syllabi); Educational information about the human and material resources necessary for the implementation of the program; Act of approving the program (the educational program must be developed and approved according to the established procedure).
5. The goal of the educational program must be consistent with the mission of the university and must always be: formulated clearly and unambiguously, consistent from the point of view of one qualification and not contradictory, as well as realistically achievable. The objectives should include career development opportunities for graduates, such as: employment (field of employment), scientific degree, personal development, citizenship values, etc. Also, the graduates achieve the goals and competencies provided by the educational program, which will contribute to their future employment. Competencies in the context of the curriculum should be described in terms of learning outcomes that can be observed and assessed.
6. The prerequisite for admission to specific educational programs may additionally be special requirements, which should be clear and transparent and correspond to the difficulty of the tests used in the unified national (or respectively master's) exams.
7. The learning outcomes of each educational program should reflect and consider the needs of various stakeholders, such as: educational institutions, labor market/economy, government, students, parents, professional organizations, other stakeholders of society. In order to improve the learning results and depending on the different needs of students, it is necessary to consider individual work with students in the entire educational program.
8. Curriculum organization, program instruction, and strategies should facilitate the achievement of learning outcomes. Teaching and learning methods should allow for the verification of specific learning outcomes.
9. In the process of curriculum planning and development, university academic and invited specialist staff, students and possibly other actors should be involved both in the university and outside it through such mechanisms as, for example, labor market research carried out by a competent organization (state, international, non-governmental, etc.) and/or a survey or small-scale survey of the demands and needs of students/parents, the academic community and employers.
10. The arrangement of training courses and modules provided within the educational program should be logical and consistent. Modules/courses should be introductory in the first semesters, and more complex in the subsequent semesters. The outcomes of modules/courses in relation to other models should be taken into account during the distribution of content in chronological order in semesters. In addition, the schedule and plan of the program should be organized in such a way that the mandatory courses/modules do not overlap.

11. Assessment methods and forms in each component of the educational program should be adapted to the learning outcomes of the program course and module so that they really reflect the achievement of learning outcomes.
12. The degree awarded as a result of the completion of the educational program of the university faculty must correspond to the national qualification framework and, if any, to the relevant field characteristic. Graduates of the programs should be competitive in the educational and labor market. Graduates should be able to find employment in the economic/public sector, as well as continue their studies in a further educational program (master's program, doctoral program).
13. Evaluation of student performance is one of the most important aspects in the university. Assessment has the dual function of monitoring student achievement as well as providing feedback to students and academic/visiting staff during the learning process. A credit is used to evaluate the student's activity - a unit that expresses the required study load for the student and which can be obtained after achieving the learning results. A student's learning load is the time required to achieve the learning outcomes defined by the educational program. The student's study load should be based on independent and contact hours.
14. One (ECTS) credit is equal to the student's educational activity (student load) 25-30 hours and includes both contact and independent hours. A learning component with the same content, scope and learning outcome for all program students includes an equal number of credits.
15. The curriculum of the academic higher education program of the university faculty includes all components in which credits are awarded. When referring to the component, the following is indicated: name; volume with credits; Types of student workload.
16. Credit is distributed between each component determined by the educational program and includes the contact and independent hours required for the learning outcomes to be achieved with a specific component. Credit cannot be calculated based on contact hours alone. The study component is one semester.
17. The number of credits of the educational program (ECTS) must comply with the requirements of the normative acts of Georgia.
18. The distribution of credits between the various learning components should be based on a realistic assessment of the workload of a student with average academic achievement, which is required to achieve the learning outcome established for each component. Correctness of credit allocation should be checked by collecting and analyzing complete information about actual student workload, in which students should participate along with academic/research staff.
19. When calculating the credit, the time determined for the additional exam (preparation, passing, evaluation) as well as the consultation time with the person implementing the component of the educational program should not be taken into account.
20. Educational programs designed for the international market should include elements of internationalization in terms of teaching, learning, research activities and post-graduate employment opportunities. which includes the following issues: teaching in foreign languages (mostly in English), as well as mobility of students and academic staff (for example, exchange programs of students and academic staff with other foreign partner organizations).

21. Each program should have its own quality assurance and improvement system. This system should include elements of regular internal evaluation followed by peer review or similar external procedures.

Article 18. Syllabus content

In the syllabus of the academic higher education program of the university faculty, the following should be indicated: the name of the study course; the author; objectives of the training course/module; the number of credits and the distribution of hours according to the student's workload; admission prerequisites; learning outcomes; content; teaching/learning methods; evaluation criteria; Basic and supporting literature.

Chapter VI. Final Provisions

Article 19. Rules for approval and amendments

1. The rule is approved by the order of the rector and is effective upon approval.
2. Any changes and additions to the rules are approved by the order of the rector.
3. The matter, which is not regulated by this rule, is regulated by the current legislation of Georgia and the internal legal acts of the University.