



Instruction for Academic Process Management at Georgian American University, LLC

Chapter I. General Regulations

Article 1. Subject of regulation

1. This instruction defines the rules and procedures for obtaining, suspension, termination, mobility of student status, recognition of education received during the study period, assessment of student achievements, awarding qualifications, as well as other issues related to the management of the academic process at Georgian American University LLC. (hereinafter - "University").

Article 2. Language of training

1. The main language of training at the University is Georgian, and teaching in another language (implementation of a foreign language educational program), except for separate courses, is based on the consent issued by the Ministry of Education, Science, Culture and Sports of Georgia.

Chapter II. Obtaining student status

Article 3. Obtaining student status at the first level of higher academic education

1. Obtaining of student status at the first level of higher education - undergraduate program is carried out on the basis of the results of the Unified National Examinations, mobility or without passing the Unified National Examinations in accordance with the legislation of Georgia and the rules established by this Instruction.

2. Admission of entrants to the university educational program is based on the document of ranking by coefficients.

3. Registration of entrants at the University is carried out after the publication of the final results by the Center, within the timeframe determined by the President. The duration of the period of registration of entrants at the University may not be



less than 10 calendar days after the publication of information on the registration of entrants on the official website of the institution.

4. Admission of an entrant to the University may be carried out only after submitting a notarized copy of the document certifying full general education recognized in accordance with the law, a document certifying military registration by a person subject to military registration in accordance with the law and additional documents specified by the President.

5. After the registration of the entrants and the submission of the relevant documents to the University, the President of the University enters into an educational service agreement with them and issues an order on the enrollment of entrants at the University and granting student status. The Presidential act shall be issued no later than October 1 and shall be sent to the Ministry of Education, Science, Culture and Sports of Georgia within 15 days of its publication.

6. An entrant who is included in the document of ranking by coefficients of the respective year, but could not be included in the Presidential uniform act within the period specified in paragraph 5 of this Article, is entitled to apply to the institution for enrollment from the issuance of the Presidential uniform act until June of the following year. The President of the University is obliged to satisfy the request of the person and issue an act, if the person submits the documents provided for in paragraph 4 of this Article. Admission of a person to the academic process is based on the ability to achieve learning outcomes from the current or next semester. In this case, the Presidential Act shall be sent to the Ministry of Education, Science, Culture and Sports of Georgia within 15 days of its publication. Enrollment of a person in this way eliminates the possibility of using the obtained state educational grant.

7. After enrollment, the student is obliged to pay the tuition fee within the period specified in the contract and undergo academic registration - to choose the training courses provided by the program.

Article 4. Obtaining student status at the second level of higher academic education

1. Obtaining of student status at the second level of higher education - the master's program is carried out on the basis of the results of the general master's exams, on the basis of mobility, or without passing the general master's exams in



accordance with the rules established by the legislation of Georgia. In order to obtain the status of a student of the master's educational program, the University sets an internal university examination (interview) in the relevant specialty and an examination (testing) in English.

2. A candidate for a master's degree will be eligible to participate in the examination / examinations (interview, testing) defined by the University if he / she exceeds the minimum threshold established by law in at least three of the four components of the general master's examination test.

3. In order to pass the exam / exams (interviews, tests) determined by the University, the registration of master's degree candidates is carried out in the manner determined by the order of the President of the University and within the established time. The duration of the registration period for master's candidates may not be less than 5 calendar days from the publication of the Presidential Order on the Registration of Master's Candidates on the official website.

4. The Presidential Order on the Registration of Master's Candidates and the results of the examination / examinations (interview, testing) determined by the University shall be published on the official website of the University. A candidate for master's degree is entitled to submit a claim for the results of the exam / tests (interview, testing) within the time limit set by the University. Persons who have participated in the assessment of master's degree candidates do not participate in the consideration of the application.

5. The University, after publishing the final results of the exam / exams defined by it, creates a document of ranking by coefficients of the master's exams. Only those master's degree candidates who have successfully passed the general master's exam and the exam / exams determined by the University are included in the document of ranking by coefficients of the master's exams.

6. Enrollment in the University is based on the document of ranking by coefficients of the master's exams. The University creates a document of ranking by coefficients of the master's exams for the relevant specialty / specialties master's programs, and if coefficients are identical, by taking into account testing parts and / or test priority.

7. Candidates for master's degree may be enrolled in a higher education institution only after presenting a document certifying academic higher education recognized



by law - a diploma, a document certifying military registration by a person subject to military registration, as well as a document issued by a presidential order.

8. A candidate for a master's degree who does not have a document certifying academic higher education - a diploma, recognized by law in accordance with the rules established by law at the moment of enrollment in the university – can enroll in the master's program on the basis of the certificate issued by the higher education institution on the award of a bachelor's degree, provided that at the end one semester of enrollment at the University, presents a document certifying academic higher education recognized by law - a diploma.

9. The enrollment of a master's candidate in the University is made on the basis of an agreement signed between the University and the master's candidate, followed by drawing up a uniform act of the President. The uniform act of the President shall indicate the name, surname, personal number, identification code of the general master's exam, the educational program on which the master has obtained the right to continue his / her studies. The University displays information about the enrolled persons in a special electronic program until October 5 of the year of the master's exam.

Article 5 - Obtaining of student status without passing the Unified National Examinations in bachelor's / one-level educational programs

1. Obtaining of student status without passing the Unified National Examinations for a bachelor's / one-level educational program is possible on the basis of an order of the Minister of Education, Science, Culture and Sports of Georgia, in the following cases provided by the legislation of Georgia:

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

B) for citizens of Georgia who have received complete general or equivalent education in a foreign country and have studied in a foreign country for the last 2 years of complete general education;

C) for foreign nationals (except for students participating in a joint higher education program and students participating in an exchange education program) who have studied / studied and received credits / qualifications in a higher education institution recognized in a foreign country in accordance with the legislation of that 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 have lived in a foreign country for at least 75 days during their studies at a foreign higher education institution and have accordingly received credits / qualifications under foreign law in a recognized higher education institution.

2. The University is obliged to conduct an examination in accordance with the rules established at the University in order to determine the language proficiency of the persons referred to in paragraph 1 of this Article and to ensure access of the Ministry of Education, Science, Culture and Sports of Georgia to the video recording of the exam.

3. The persons referred to in sub-paragraph “d” of paragraph 1 of this Article shall be entitled to continue their studies in a higher education institution upon successful passing of the general skills test organized by the LEPL - National Center for Assessment and Examinations.

4. By the order of the President of the University, the entrants with the right to study without passing the exams are enrolled within one year in such a way as to ensure the admission of the person in the academic process and the achievement of the learning results in accordance with the rules established by law. The order of the President of the University is reflected in the register of educational institutions.

Article 6 - Obtaining student status for a master's degree program without passing the general master's exams

1. Obtaining the status of a student without passing the general master's exams in the master's educational program is possible on the basis of the order of the Minister of Education, Science, Culture and Sports of Georgia, in the following cases provided by the legislation of Georgia:

A) for master's degree candidates who have received a document certifying the academic degree of higher education in a foreign country;

B) for foreign citizens (except for students participating in a joint higher education program) who are studying / have studied and received credits / qualifications in a master's degree at a higher education institution recognized in accordance with the legislation of that country;



C) for citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program) who have lived in a foreign country for at least 75 days during their studies at a foreign higher education institution and have received credits / qualifications under foreign law, accordingly recognized as a Master of Higher Education Institution;

D) for master's degree candidates who are enrolled in a bachelor's or one-level program in a higher education institution without passing the Unified National Examinations;

E) for foreign citizens who have obtained the right to continue their studies in a higher education institution of Georgia before the enactment of the Law of Georgia on Higher Education and have a document certifying higher education issued by the state in Georgia.

2. The University is obliged to conduct an interview with the persons referred to in paragraph 1 of this Article in order to determine the language proficiency of the program in accordance with the rules established at the University and to ensure access to the video recording of the interview for the Ministry of Education, Science, Culture and Sports.

3. Without passing the general master's exams, in accordance with the current legislation of Georgia, after granting the right to study by a legal act of the Ministry, an order of the President of the University shall be issued in accordance with the relevant master's educational program. Upon successful completion of the examination (interview), the President shall issue an order to enroll the person.

4. The President of the University is obliged to enroll the entrants / master's candidates / students with the right to study without passing the general master's exams within one year in order to ensure the admission of the person in the academic process and to achieve the learning results in accordance with the law. The order of the President of the University is reflected in the register of educational institutions.

Article 7. Obtaining student status for a doctoral program

1. The procedure for admitting a student to the doctoral program of the University is determined in accordance with the regulations of the main educational unit of the University - the school doctoral program and the dissertation council.



Article 8. Administrative and academic registration

1. Administrative registration means the submission of the documents defined by the first-year students and students with mobility within the timeframes established by the order of the President of the University and the conclusion of an agreement with the University regarding the provision of educational services.

2. Academic registration means the selection and registration of courses by a student within the timeframe set by the President of the University at the beginning of each semester. The student is entitled to make changes in the chosen study courses within two weeks from the beginning of the study. He /she writes to the Dean of the School regarding this matter.

3. Academic registration for a student within the framework of the University Exchange Education Program means enrollment in study courses at a partner foreign higher education institution in accordance with the rules established in this country and in the higher education institution. The student of the exchange educational program continues to study in a partner higher education institution of a foreign country in accordance with the rules established by the legislation of that country and in the conditions defined by the agreement (memorandum) concluded between the foreign higher education institution and the University.

Chapter III. Suspension, termination, restoration of student status

Article 9. Suspension of student status

1. Exemption from the performance of student rights and duties without termination of student status shall be considered as suspension of student status.

2. The grounds for suspension of student status at the University are:

- A) personal statement (without stating the reason);
- B) pregnancy, childbirth, child care or deterioration of health;
- C) study in a foreign country, in a higher education institution, except for study within the framework of an exchange educational program;
- D) academic leave;
- E) Compulsory military service;
- F) financial debt;



3. The student applies to the President of the University with a request to suspend the status no later than one month after the start of the study process, after which he / she loses the right to use the tuition fee for the next semester.
4. 5 years after the suspension of student status, a person has his / her student status terminated, except in cases provided by law.
5. The University shall ensure that information on the suspension of student status is reflected in the Higher Education Management Information System.
6. Other legal issues related to the suspension of student status are resolved in accordance with the current legislation and the internal acts of the University.

Article 10. Termination of student status

1. The grounds for termination of student status are:
 - A) personal statement;
 - B) inability to achieve the learning outcomes provided by the program;
 - C) carrying out actions incompatible with the status of a student, violation of the Code of Ethics;
 - D) other grounds provided by law.
2. A student of any level of education has the right to refuse to continue his / her studies and request in writing to terminate his / her student status.
3. A student who fails to accumulate the number of credits provided by the educational program in the stipulated time will have his / her student status terminated.
4. Student status may be terminated for a person during an action incompatible with student status, which is provided by the University Code of Ethics.
5. The President shall issue an order on the termination of the student status, which shall result in the termination of the contract on educational services concluded with the student.
6. The legal consequences provided for in the Presidential Order on the Termination of Student Status shall be made twelve months after the issuance of the order. During this period of time, the student status is considered suspended and the student is entitled to exercise the right of mobility, unless the grounds for termination of student status are incompatible with the charter of the host institution.



7. In case of termination of student status, its restoration is allowed in accordance with the rules established by law.

Article 11. Restoration of student status

1. A suspended student is entitled to apply to the President of the University regarding the restoration of student status.
2. Restoration of student status is allowed at any time from the beginning of the study, but the student is admitted to the study process in the current or next semester due to the expediency of achieving the learning outcomes in accordance with the law.
3. Restoration of student status is allowed by exceeding the total number of students. In this case, the number of persons enrolled above the total number of students will be subtracted from the number of student places accepted by the University for the next academic year.

Chapter IV. Mobility

Article 12. Origin of the right to mobility

1. The student mobility process is administered by the LEPL - Education Management Information System. The process of student mobility within the university is administered by the Academic Process Management Office.
2. Student mobility can be carried out twice a calendar year within the timeframe established by the legal act of the head of the LEPL - Education Management Information System.
3. A person who has the right to mobility is a person whose enrollment in a higher education institution has been carried out in accordance with the rules established by law and who is a student of one of the higher education institutions at the moment of registration for mobility on the electronic portal of the Education Management Information System.
4. A person who has the right to mobility is also a person referred to in paragraph 3 of this Article, who has suspended student status at the time of registration on the electronic portal, as well as a person who has successfully passed the Unified National Examinations and who is unable to apply to the institution indicated in



the ranking document approved by the Minister of Education and Science of Georgia for enrollment, as the institution has been liquidated without determining a legal successor, the institution has lost its authorization or the educational program is no longer implemented.

5. Mobility can be implemented within the same level of higher education. For the purposes of this paragraph, integrated bachelor's and master's degree programs in medical doctor / dental, teacher training, and integrated veterinary education are considered to be the first-level educational programs of academic higher education. Mobility from vocational education program to undergraduate education program is not allowed.

6. The right to transfer from another higher education institution to the Georgian American University arises for a student after one year of study at the relevant level of higher education. The period of study does not include the time during which the person's student status has been suspended. If the institution has been liquidated without determining the legal successor, the institution has lost its authorization or the educational program is no longer implemented, the student has the right to mobility regardless of the length of the study period.

7. The right to mobility and internal mobility within the framework of the second level higher education program arises for the student only in the educational program direction, which corresponds to the type of general master's exam test he / she has passed.

Article 13. Registration of places declared for mobility

1. The University shall submit the following information electronically within the period provided for in the individual administrative-legal act of the Head of the Education Management Information System:

- A) name of the institution, identification code;
- B) address, telephone, e-mail and contact person;
- C) Level of academic higher education, name of the main educational unit and educational program, qualification to be awarded;
- D) Program status (authorized / accredited) and term of relevant status;
- E) the language of training of the program;
- F) place of implementation of the program;
- G) tuition fees for the program;



H) number of credits;

I) number of places for students to be admitted through mobility;

J) Additional preconditions for admission to the educational program;

K) Note (additional / other information provided by the institution).

2. The source of the data referred to in subparagraphs "a", "c", "f" of paragraph 1 of this Article shall be the data reflected in the higher education management information system and shall be filled in automatically, and the information provided for in subparagraphs "b", "g", "i" of the same paragraph shall be reflected by the University.

3. The Education Management Information System, after verifying the information provided for in paragraph 1 of this Article, shall, if necessary, identify the deficiency and determine the timeframe for the elimination of the deficiency or confirm the accuracy of the information and post the confirmed data on the electronic portal. Failure by the institution to rectify the deficiency within the timeframe set by the Education Management Information System is the basis for refusing to register places for mobility.

Article 14. Registration of Mobility Applicants

1. The student will obtain the status of a mobility applicant after registering on the electronic portal of the Education Management Information System and paying the fee provided by law.

2. The student is entitled to choose no more than five educational programs. When registering for several educational programs, he / she is obliged to determine the priority of the chosen educational programs.

Article 15. Obtaining the right to mobility

1. If the number of applicants for mobility applications for the University educational program exceeds the number of registered places, the right to enroll in the University will be granted to the appropriate number of students registered by the University, whose unified national exam results exceed the corresponding results of other mobility applicants. Obtaining the right to mobility for master's and doctoral educational programs is carried out in compliance with the enrollment requirements set by the University.



2. If, according to the first paragraph of this Article, two or more students have entered the last competition place, the University shall enroll them in the respective educational program. In this case, the number of places added will be deducted from the number of student places to be admitted to the University in the following academic year.
3. The mobility applicant shall obtain the right to enroll in the educational program of the relevant institution in accordance with the priorities registered by him / her on the electronic portal, in accordance with the rules established by Paragraphs 1 and 2 of this Article.
4. A unified list of persons who have expressed a desire to enroll in the relevant educational program of the institution is published on the electronic portal of the Education Management Information System.

Article 16. Enrollment of a student in the university through mobility

1. After the publication on the electronic portal of the Education Management Information System, the mobility applicant shall apply to the Georgian American University for enrollment. The application must be accompanied by an educational document on the basis of which the person was enrolled in the institution and copies of other documents in the student's personal file.
2. The applicant for mobility, who does not apply to the University for enrollment within the deadline set by him / her, loses the right to enroll in the mentioned educational program, except for the cases provided by the legislation.
3. The University determines the compatibility of the learning outcomes achieved by the person wishing to access mobility with the offered educational programs within the framework of another educational program and makes a decision on the recognition of the relevant credits.
4. The University shall submit to the Education Management Information System a draft legal act for student enrollment and an electronic version of the information related to it in accordance with the form established by the individual administrative-legal act of the Center Director and within the timeframe established by it, after which, the Center checks the compliance of the student data reflected in the draft order of the institution with the legislation of Georgia, the register and the electronic portal data and issues a conclusion on the possibility of mobility enrollment of students to indicated in the draft legal act;



5. The University is authorized to determine the preconditions for enrollment of students in bachelor, master and doctoral educational programs, which means to determine the compatibility of the knowledge and skills of the mobility applicant with the educational program. Lack of this compatibility will be a ground for refusing to enroll a person with mobility.

6. Recognition is made in the form of a conclusion, which indicates the compliance of the educational program completed by the student with the relevant program of the Georgian American University, as well as the number of recognized credits.

7. Based on the conditions provided by this rule and the consent of the student wishing for mobility, the University will develop a draft presidential order on enrollment of students with mobility.

8. The University reflects the draft presidential order on student enrollment and related information in the Education Management Information System in accordance with the form established by the individual administrative-legal act of the Head of the Management System, after which the management system verifies the compliance of the student with the Management System and e-portal data and issues an e-report on the mobility of students enrolled in the project. The Management System is authorized to request additional information as well.

9. After receiving the positive conclusion of the Management System on the draft presidential order, the presidential order on the enrollment of students in educational programs is issued.

10. The order of the President of the University on the enrollment of students in mobility is issued before October 1 or March 1 in the fall or spring semesters respectively. The order will be reflected in the Higher Education Management Information System within 2 working days from its publication.

Article 17 - Termination of status for students transferred to another higher education institution through mobility

1. Based on the data of the management information system, the University issues an order on termination of the student status of a person enrolled in another institution, and within 1 week from the student's application, issues an extract from the order, as well as an educational document and other documents of the student's personal case, based on which he /she was enrolled in the University.



2. The order on termination of student status and the electronic version of the related information shall be submitted to the management system in accordance with the form established by the individual administrative-legal act of the head of the management system by October 7 in the fall and by March 7 in the spring semester.

Article 18. Internal mobility

1. Internal mobility at the university is announced twice a year.
2. The University is authorized to declare extraordinary internal mobility, in accordance with the rules established by it, in case of refusal or revocation of the accreditation of the educational program or in case of its cancellation of the educational program.
3. A student wishing for internal mobility applies to the President of the University, the application must be accompanied by a mark sheet and a copy of ID card. The above documents are not required if the student is carrying out internal mobility within one school.
4. The recipient school determines the compatibility of the learning outcomes achieved by the person wishing mobility with the offered educational program within the framework of another educational program and makes a decision on the recognition of the relevant credits.

Chapter V. Recognition of Credits

Article 19. Principles of credit recognition

1. Recognition of credits of students transferred from one higher education institution to another, transferred from one educational program to another within the university is subject to the following basic principles: Compliance with the European Credit Transfer and Accumulation System (ECTS) and higher education program chosen by the student.
2. Credits received within the program of the institution, on which enrollment and training were carried out in accordance with the rules established by law, shall be subject to recognition.
3. Higher education program credits on the basis of which the qualification was awarded may not be recognized for the purposes of another educational program.



4. In accordance with the rules established by law, the University will calculate the student's course load with credits in the case of an educational program that is not completed in accordance with the European Credit Transfer System.
5. Students will be recognized in full on the compulsory credits included in the major learning area of the educational program chosen by the student and in the free component. And the elective components of the educational program chosen by the student according to the following principle: elective credits of the main field of study, elective credits of the free component.
6. If the name of the course taught by the student does not match the name of the University course, the Commission is authorized to recognize the course on the basis of thematic and content matching with the subjects of the University curriculum.
7. It is allowed to recognize a training course that is not provided by the educational program of the host institution.
8. The student free credits are recognized in the amount as given in the program. When recognizing free credits, the Commission recognizes the courses in which the student has the highest grades or according to the student's choice.
9. If the number of credits of the course completed by the student exceeds the number of credits for the relevant course of the educational program of the host university, then the course is recognized with as many credits as provided by the educational program of the University.
10. If the number of credits of the course passed by the student is less than the number of credits allocated for the relevant course of the University curriculum, then the issue of recognition of this course is decided by the Commission on the basis of the syllabus analysis of the course.
11. If the number of foreign language credits taken by a student is less than the number of foreign language credits in the university curriculum, the issue of recognition of foreign language credits may be resolved through an interview with the student. As a result of the interview, if it is determined that the student possesses the competencies characteristic of the language level provided by the syllabus of the relevant foreign language course of the program, the student credits for the foreign language will be recognized according to the level.
12. If the system of assessment of students' knowledge operating in a foreign higher education institution includes not points, but Latin letters denoting the



assessment (A, B, C, D, E, A +, A, A-, etc.) and there is no official document for definition of this system, the transferring of the given system to the current system of the university should be done as follows:

- [A +] - [A] Excellent - 100 points;
- [A] - [A] Excellent - 95 points;
- [A-] - [A] Excellent - 91 points;
- [B +] - [B] Very good - 90 points;
- [B] - [B] Very good - 85 points;
- [B-] - [B] Very good 81 points;
- [C +] - [C] Good - 80 points;
- [C] - [C] Good - 75 points;
- [C-] - [C] Good - 71 points;
- [D +] - [D] Satisfactory - 70 points
- [D] - [D] Satisfactory - 65 points;
- [D-] - [D] Satisfactory - 61 points;
- [E +] - [E] Sufficient - 60 points;
- [E] - [E] Sufficient - 55 points;
- [E-] - [E] Sufficient - 51 points;

13. If the system of assessment of students' knowledge operating in a foreign higher education institution does not provide points, but a verbal definition of assessment (excellent, very good, good, average, satisfactory) and there is no official document explaining this system, transferring the system to the university system should be done as follows:

- Excellent - [A] Excellent - 100 points;
- Very good - [B] Very good - 90 points;
- Good - [C] Good - 80 points;
- Average - [D] Satisfactory - 70 points
- Satisfactory - [E] Sufficient - 60 points;

14. The transfer of a 5-point assessment system to a 100-point system is done according to the following principle:

- [5] Excellent - [A] Excellent - 100 points;
- [4] Good - [B] Very good - 90 points;
- [3] Satisfactory - [C] Good - 80 points;



15. If a student has received a "passed" in the 5-point system, the course assessment is recognized on the principle of transferring the 5-point system to the 100-point system. The arithmetic average of the assessments of the courses transferred to the 100-point system is calculated.

16. If a student's primary higher education institution uses an assessment system different from ECTS, that is not provided for in this Instruction, the course / courses assessment will be decided by the Commission in accordance with the definition of the assessment system and / or the course volume in the official document submitted by the student.

17. Depending on the number of credits recognized, a semester is assigned to the student and an individual curriculum is developed. At this time, it is taken into account that the student does not pass more than 75 credits per year. A student may need to complete an additional semester.

Article 20. Credit Recognition Procedure

1. Credits are recognized by the School Quality Assurance Manager, who draws up a report and submits it to the school dean for approval, who approves the report or, if necessary, sets up a commission.

2. According to the position held in the commission, it includes: school dean, school quality assurance manager, program manager (managers / coordinator), professor (professors) of the relevant area / field, relevant academic manager. Depending on the expediency, a foreign language specialist - expert may be involved in the work of the commission. The work of the commission is headed by the chairperson - the dean of the school. The work of the commission is recorded in a protocol, which is signed by the chairperson and the secretary of the session.

3. The decision to recognize credits by the Commission shall be made by a majority of votes. The decision of the commission, which is made separately for each student, is signed by the chairperson of the commission.

4. When recognizing credits, the School Quality Assurance Manager and later the Commission are guided by a duly certified mark sheet submitted by the student. If the information on the marks submitted by the student raises doubts, they are entitled to request additional information from the student, including the syllabus (es) of the course (s). Otherwise no credit (s) will be recognized.



Article 21. Recognition of education received under a licensed mode

1. State recognition of higher education received by persons enrolled in a licensed higher education institution (hereinafter - recognition of higher education) implies the determination of compatibility of higher education received by a person enrolled in a licensed higher education institution, whose period of study is not fully recognized by the state, with the learning outcomes provided by the components of the relevant educational program.
2. In order to recognize higher education, a person applies to the LEPL National Center for Educational Quality Enhancement. The application must be accompanied by the relevant document / certificate of the licensed higher education institution or a notarized copy asserting enrollment of the person in this institution, as well as the expulsion or completion of studies and a list of subjects passed during the study, indicating their credits and / or grades.
3. Precondition for the recognition of higher education is the enrollment of a person in a higher education institution in accordance with the rules established by the legislation of Georgia.
4. After receiving the application of the interested person, the LEPL National Center for Educational Quality Enhancement sends the documents attached to the application to the University.
5. The LEPL National Center for Educational Quality Enhancement, with the involvement of the University, provides an examination in the components of the educational program, which aims to determine whether a person possesses the competence provided by a specific component of the relevant educational program. Based on the conclusion received from the University, the LEPL National Center for Educational Quality Enhancement makes a decision on the recognition or refusal of higher education received by a person enrolled in a licensed higher education institution.
6. The procedure for conducting the examination of the applicant for education recognition and the subject of the examination, taking into account the position of the University, shall be approved by an individual administrative-legal act of the Director of the LEPL National Center for Educational Quality Enhancement.
7. The interested party must be notified about the examination at least 2 weeks before it is held, unless the party requests that the examination be held in a shorter period of time.



8. The decision on the recognition of education determines what component of the education was considered recognized.
9. For the purpose of credit recognition, the University determines the compatibility of the education received by the person in the licensed mode with the relevant educational program.
10. Based on the positive decision of the LEPL National Center for Educational Quality Enhancement, and based on the number of credits recognized, the student is recommended to continue his / her studies from the relevant semester.

Chapter VI. Student assessment

Article 22. Assessment system

1. Credit in the component provided by the higher education program can be granted in case of successful completion of the work provided by the syllabus and university regulations and receiving one of the positive assessments provided by law.
2. Assessment of the level of achievement of the student's learning in each component of the program includes interim and final assessment.
3. It is inadmissible to grant credit using only one form of assessment (interim or final).
4. Each form of assessment includes the assessment component / components, which includes the assessment method / methods, and the assessment method / methods are measured by the assessment criteria.
5. The assessment component, method and criteria should be adequate for the assessment of learning outcomes defined and achieved by the educational program component.
6. Student assessment is determined according to the following assessment system:
 - A) Five types of positive assessment:
 - A.a) (A) excellent - 91-100 points of assessment;
 - A.b) (B) Very good - 81-90 points of maximum assessment;
 - A.c) (C) Good - 71-80 points of maximum assessment;
 - A.d) (D) Satisfactory - 61-70 points of maximum assessment;
 - A.e) (E) sufficient - 51-60 points for maximum assessment.



B) Two types of negative assessment:

Ba) (FX) Could not pass _ 41-50 points out of maximum assessment, which means that a student needs to work more to pass the exam and is given one more opportunity to re-take it after independent preparation;

Bb) (F) Failed _ 40 points and less out of maximum assessment, which means that the work done by a student is not sufficient and he/she needs to re-take the course.

7. The maximum assessment score of the final exam is 40, and the remaining 60 points are distributed among the components of the midterm assessment.

8. An essential component in the midterm assessment is one midterm exam, which is evaluated with 20 points. The remaining 40 points are divided between the various components, which may include a second midterm exam, taking into account the specifics of the academic assessment program and the course, and will be detailed in the course syllabus.

9. The midterm exam provided for in paragraph 8 of this Article is usually held in the 8th week of the semester, the final exam in the 17th week.

10. Depending on the specifics of the **educational curriculum / educational curriculum**, upon the request of the school board, the academic council may, upon approval of the curriculum, determine a mid-term assessment system other than paragraph 8 of this Article and deadlines for conducting midterm and final exams different from paragraph 9 of this Article.

11. The right to take the final exam is given to a student who has accumulated at least 25 points in the midterm assessment.

12. The minimum mandatory score for the final exam is 16.

13. The student can resume the midterm and final exams if there is a good reason.

14. In case of passing the FX provided for in sub-paragraph "ba" of paragraph 6 of this Article in the component of the educational program, an additional exam shall be appointed not less than 5 days after the announcement of the final exam results. This does not apply to a dissertation, master project / thesis or other research project / thesis.

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

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



17. In case of getting 0-50 points in the final grade of the educational component, taking into account the grade obtained on the additional exam, the student will be given a grade of F - 0.

18. The total number of credits of the teaching component / components of the doctoral education program should not exceed 60 credits.

19. The educational component / components of the doctoral education program are evaluated according to the system provided for in paragraph 6 of this Article.

20. The assessment of the achievement of the learning outcomes of the components of the educational program is completed in the same semester in which it was conducted.

21. The assessment of a dissertation, master project / thesis or other scientific project / thesis is carried out in the same or the following semester in which the student completes his / her work. A dissertation, master project / thesis or other research project / thesis is evaluated once (with a final assessment). Relevant method / methods and criteria for assessment of the result should be used in the assessment.

22. The doctoral dissertation is evaluated according to the following assessment system:

A) excellent (*summa cum laude*) - an excellent piece of work;

B) very good (*magna cum laude*) - the result which exceeds the set requirements in all respects;

C) good (*cum laude*) - a result that exceeds the set requirements;

D) average (*bene*) - the work of average level, which meets the major set requirements;

E) satisfactory (*rite*) - the result, which still meets the set requirements despite certain faults;

F) Insufficient - unsatisfactory-level piece of work, which does not meet the set requirements owing to the serious faults and lapses;

G) Totally insufficient (*sub omni canone*) - the result, which does not meet the set requirements at all.

23. In case of receiving one of the assessments provided for in sub-paragraphs "a" - "e" of paragraph 22 of this Article, the doctoral student shall be awarded the academic degree of Doctor.



24. In case of receiving the grade provided for in paragraph 22 (f) of this Article, the doctoral student shall be entitled to submit a revised dissertation within one year, and in case of receiving a negative grade provided for in paragraph 22 (g), the doctoral student loses the right to submit the same dissertation.

25. In case of the existence of a bachelor's thesis / project in the academic education program, it is evaluated according to the assessment system provided for in paragraph 6 of this article.

26. The scientific-research component of the master's educational program is evaluated by the assessment system provided for in paragraph 6 of this article.

27. In case of receiving the grade provided for in sub-paragraph "ba" of paragraph 6 of this Article for the scientific-research component of the master's educational program, the master student has the right to submit a revised scientific-research component during the next semester, and in case of receiving the assessment provided for in sub-paragraph "bb" of paragraph 2 of this Article, the master student loses the right to submit the same scientific-research component.

Article 23. Average score of academic achievement

1. To determine the students' final internal faculty rating and to encourage them at the end of the study process, the Grade Point Average (GPA) is calculated, the average score is also calculated at the end of each semester and academic year as follows: Quantitative score received by the student in each course is multiplied by the number of credits allocated to the course and then the sum of the numbers obtained is divided by the total number of credits accumulated by the student. If the value obtained contains more than one tenth of a decimal point, it must be rounded to the nearest tenth. Rounding to the nearest tenth means the following: a) all digits to the right of one hundredth are subtracted; B) If the decimal number is less than 5, then the tenth digit remains unchanged; C) If the decimal point is greater than or equal to 5, then the decimal point increases by one unit.

2. The average academic achievement score (GPA) is calculated both according to the 100-point system and using the quantitative equivalent of 0.33 to 4.30, according to the following principle:

Assessment	GPA
------------	-----



98-100 points	4.30
94-97 points	4.00
91-93 points	3.67
88-90 points	3.33
84-87 points	3.00
81-83 points	2.67
78-80 points	2.33
74-77 points	2.00
71-73 points	1.67
68-70 points	1.33
64-67 points	1.00
61-63 points	0.67
51-60 points	0.33
0-50 points	0.00

3. A principle different from the principle set forth in paragraph 2 of this Article may be established by agreement with a partner university.

Article 24. Appealing the assessment results

1. A student who does not agree with the interim and / or final assessment of a component of the educational program is entitled to file a substantiated complaint to the Dean and request a revision of the results within three days after the official publication of the results.

2. If necessary, based on the factual circumstances of the case, the Dean makes a decision on the establishment of a sectoral commission, which is authorized to make a decision. In case of a dissertation, the decision is made by the dissertation board.



3. If during the review of the complaint, signs of violation of the norms established by the University Code of Ethics are revealed, the matter shall be referred to the body conducting the disciplinary proceedings for further response.

Chapter VII. Duration of study and award of qualification

Article 25. Duration of study

1. The duration of study for the first level (bachelor) academic education program is 4 years, for the one-step medical doctor program - 6 years, for the second level (master) academic education program - 2 years, and for the third level (doctoral) program - 3 years.
2. A student with academic debt has the right to continue his / her studies for only two years after the expiration of the main term of the educational program. Exceptions to the above rule shall be allowed if there is a reasonable basis by the decision of the Dean.
3. If a student fails to accumulate the number of credits provided by the educational program within the above-mentioned period, his / her student status will be terminated.

Article 26. Student Academic Workload

1. The academic year is composed of two semesters and includes 36 weeks, and 40 weeks with respect to one-step educational program of a medical doctor (MD). The duration of one semester is 18 weeks, and 20 weeks for an undergraduate MD program. If necessary, an additional semester may be determined by order of the President.
2. The study week is a period of time during which the academic workload of a student with average academic achievement is distributed and includes a combination of both contact and independent hour activities.
3. A semester is a period of time that includes a combination of study weeks, an additional exam / exams period, and a student achievement assessment period for an additional exam / exams.
4. The academic year is the sum of the semesters and the rest period between them, which does not exceed 12 consecutive calendar months.



5. One credit (ECTS) equals 25 hours of student study (student workload) and includes both contact and independent hours. Depending on the specifics of the program, one credit (ECTS) per undergraduate MD program is equivalent to 30 hours of student study (student workload) and includes both contact and independent hours.
6. Student workload per academic year includes an average of 60 credits. Depending on the specifics of the higher education program and / or the student's individual curriculum, the annual student workload may exceed 60 credits or be less than 60 credits. The student's annual study load may not exceed 75 (ECTS) credits.
7. The University is authorized, for educational purposes, to carry out the teaching-learning process under part-time work within the framework of master's educational programs.
8. Incomplete teaching-learning mode means the student's study load with a total of independent and contact hours per week is not exceeding 25 hours.
9. In determining the incomplete teaching-learning load, one academic year includes an average of 30 (ECTS) credits.

Article 27. Awarding a qualification

1. After accumulating the credits established by the program for the relevant level of study within the educational program, the student is given the qualification provided by the program by the decision of the relevant school council and is given a document confirming higher education - a diploma with the relevant appendix.
2. The qualification for the doctoral program is carried out by the school dissertation council.
3. Ordinary and honorary diploma forms have been developed at the University. An honorary diploma is awarded to a university graduate whose average academic achievement score using a quantitative equivalent of 0.33 to 4.30 is or exceeds 4.00, and in other cases, a higher education diploma - a regular diploma.
4. A person who could not or has not completed the relevant educational level shall be issued a relevant certificate.

Chapter VIII. Mechanism for providing students with further education in case of change or cancellation of the educational program



Article 28. Mechanism for providing students with further education in case of change of educational program

1. In case of change of the educational program, the Georgian American University offers the student an individual study program (plan), which will provide him / her with the qualification that was achieved after the completion of the study program on which the student was enrolled. However, an individual program (plan) should be developed with the active participation of the student and the student should be transferred to it with his / her consent.

Article 29. Mechanism for providing students with further education in case of cancellation of the educational program

1. In case of cancellation of the educational program at the initiative of the University, the Georgian American University offers the student the opportunity to continue his / her studies in another similar program, and in case of no such program or student refusal, the University has no right to cancel the program. It undertakes to maintain the program until all students enrolled are given a full education and appropriate qualifications.

Chapter IX. Contract of Educational Services

Article 30. Concluding a training contract

1. The University enters into an educational service agreement with a student of all levels of education.
2. The contract must be completed and signed directly by the student, and if the student is a person under the age of 18, the contract is signed by his / her legal representative.
3. The contract is made in two copies, one copy remains with the University and is placed in the student's personal file, and the other is given to the student.

Chapter X. Final Provisions

Article 31. Entry into force



1. After the entry into force of this Instruction, the acts of the University, which otherwise regulate the relations provided for in this Instruction, shall be considered invalid in whole or in part.