

**"Avrasya Batumi International University" LTD 's Rules for Regulation  
of the Study Process**

**Article 1. Obtain a student status of "Avrasya Batumi International University" LTD**

1. The basis for obtaining the status of a bachelor's degree program student in "Avrasya Batumi International University" (later Teaching University) is the results of the Unified National Examinations for Georgian citizens, except for the cases defined by the legislation;
2. The basis for obtaining a student's status at the level of Master's degree is the results of the exam/exams defined by the General Master Examinations and Faculty Regulations;
3. Students who have the right to study without passing the General Master's Examinations will be granted the status of a student in accordance with the Georgian legislation:
  - Foreign citizens and stateless persons who have received full general or equivalent education in a foreign country;
  - For Georgian citizens who have received full general or equivalent livelihood in foreign countries and have learned the last 2 years of complete general education in the country;
  - Foreign nationals who are studying/studied and receiving credits / qualifications in a bachelor's degree / master's degree in higher education institution recognized in accordance with the legislation of this country in a foreign country;
  - For Georgian citizens who live / lived for a term defined by the Ministry of Education and Science of Georgia, study / studied (living in a foreign country means staying in a foreign country no less than 75 days during one of the semesters) and has received credits / qualifications in a foreign country Recognized higher education institutions in bachelor's degree / master's degree;
  - Masters candidate who received a document confirming the academic degree of higher education in a foreign country;

- Masters Candidates who have been enrolled in the higher education institution without passing unified national exams in accordance with Article 52 (3) of the Law of Georgia on Higher Education;
- Foreign citizens who have obtained the right to pursue higher education in the Georgian higher education institution have the document certifying the higher education recognized by the state issued before the enactment of the Law of Georgia on Higher Education.

## **Article 2. Enrollment of "Avrasya at Batumi International University" LTD by mobility**

1. Enrollment in mobility in the university is carried out according to the rule established by the legislation of Georgia.
2. In case of enrollment of a student by mobility, a written decision by the University of Teaching is compatible with the corresponding educational program compiled by the student's program and training university. On the basis of credits recognized by the Academic Council of the Teaching University, credits are determined by the permissible stage of continuing education;
3. In case of student enrollment in mobility in the university, his / her tuition fees will be determined by the cost of the educational program for which he will continue to study.

## **Article 3. Internal Mobility**

1. Student of Teaching University is authorized to change the educational program with internal mobility;
2. The person who has stopped student status at the Teaching University at the time of the announcement of internal mobility has the right to participate in internal mobility;
3. Internal mobility can be implemented within one cycle of higher education;
4. The right to participate in internal mobility will be made after one semester of teaching at the appropriate level of higher education. During the course of the study there is no time in which the person has stopped the student status.
5. Internal mobility is carried out in the terms defined by the Rector of the Teaching University, in accordance with the legislation.
6. With the announcement of internal mobility, the order of rector of the university is determined by vacant places according to educational programs.

7. The right to change the academic educational program will receive the relevant number of vacant seats in which the results of the unified national / common master examinations exceed the relevant results of internal mobility.
8. If two or more students are out of the same competition in the last competition place, they will gain the right to change the educational program by excessive vacant seats.
9. Students enrolled in the educational program without the unified national/common master's/bachelor examinations will gain the right to change the educational program in the internal mobility if they continue to study the bachelor's educational program with the excess of the vacant seats.
10. Recognition of student credits in the process of internal mobility will be implemented by the Academic Council of the Teaching University.
11. Transfer of student to internal mobility is made by the order of the rector of the university.
12. In case of enrollment of student under internal mobility in the university, the tuition fees shall be determined by the cost of the educational program for which it will continue to study.

#### **Article 4. Suspension of student status**

1. The basis for suspension of student status is:
  - A) personal statement (without reason);
  - B) administrative (financial debt) or academic registration;
  - C) Study in a higher education institution in a foreign country, except for study within the exchange education program;
  - D) pregnancy, childbirth, child care or deterioration of health conditions;
2. After 5 years after the student's status is suspended, the person is terminated to the student's status, except for the cases envisaged by the law;

#### **Article 5. Termination of student status**

1. The basis for termination of student status is:
  - A) personal statement;

- B) suspension of student status for more than five years;
- C) Completion of educational program at the given level;
- D) transition to another educational institution;
- E) Decision made by the Rector's disciplinary prosecution against the student on the basis of the Code of Ethics of the Teaching University, Internal Regulation and Disciplinary Responsibility;
- F) death;

2. The legal effect envisaged by the legal act on termination of the student shall be made after 12 months from the date of the decree of the order. The student status in this period of time is considered suspended and the student is entitled to enjoy the right of mobility and move to another educational institution.

3. In case of termination of student status, its re-acquisition is permissible under the procedure established by law.

4. A person who did not or can not complete the relevant educational program and terminated the status of the student, is given a certificate.

#### **Article 6. Restoration of student status**

1. Students should apply to the University of Teaching to restore the student status.

2. In case of rebuilding student status, for those students who have a suspended stage of studying, the study fee is determined by the regulatory framework for student enrollment in mobility, based on the academic recognition of the student.

#### **Article 7. Student's Training Load**

1. The academic year consists of autumn and spring semester;

2. Before the start of the academic year, the University of Teaching shall determine the terms of academic, administrative registration, audit and examination period by the order of Rector;

3. Student training loads within one academic year include an average of 60-65 credits;

4. Maximum margin of credits utilized by the Teaching university for one semester student should not exceed 40 credits. And the maximum margin of credits utilized during one academic year shall not exceed 75 credits.

## **Article 8. Academic and Administrative Registration**

1. To get the right to participate in the learning process, the student is obliged to undergo academic and administrative registration within the timeframe defined by the Teaching University.
2. Student's administrative registration means full or partial payment of the tuition fees in accordance with the rules set by the university, presents the prerequisite for academic registration and expresses the readiness of the student to participate in the academic process, in the relevant semester and final examinations.
3. The academic registration implies registration of the student's study courses and the signing of a training agreement.
4. The student has the right to undergo a qualified consultation in the Deacon of the faculty before the academic contract is signed.
5. The student has the right to request the cancellation of administrative registration within a period of not more than two weeks after the commencement of the study process. After the expiration of the mentioned period, he / she loses the right to request the return of the paid amount or the use of it in subsequent semester.
6. The request for revocation of academic registration or replacement of selected subject is allowed within 2 weeks after the commencement of the study process, after which the request is not allowed to return the money paid for the rejection of the service or transfer it to subsequent semesters;
7. The arbitrary participation of the student does not give rise to the right to request recognition of the received services (intermediate assessments) if the training course is not covered in the training contract.

## **Article 9. semester tuition fees**

1. The semester fee for teaching at the Teaching University is determined according to the educational program and year of study, as half of the annual taxes set by the Teaching University. The student must pay for the deadline for the administrative registration;
2. An exemption from the rule envisaged by paragraph 1 of this article may be determined by the rector's order;

3. A student with partial financing with a state grant must cover semester differences between the state funding and actual cost of study within the timeframes established for administrative registration;
4. The student who has stopped the status, should renew the contract with the university. His / her tuition fees shall be defined in the event of an educational program tuition on which it will continue to study;
5. In case of student enrollment in mobility / internal mobility / restoration in the university, his / her tuition fees will be determined by the cost of the educational program for which he will continue to study.

#### **Article 10. Extend the term of learning**

1. A student who has not been able to qualify in the deadlines defined by the educational program, is entitled to end the study term and complete the training program by self-financing.
2. To continue the study term, no later than one week before the start of the next academic semester, the student will apply to the faculty dean, which on the basis of the student's academic recognition Definition of the eligible stage of extension and remaining credits Submits the data to the Rector To issue the relevant order.
3. In case of extension of the term of the student, the student's tuition fees will be determined by the cost of the educational program for which he will continue to study.

#### **Article 11. Procedure for conducting Semestinal Intermediate Assessments and Final Examinations**

1. The student is entitled to participate only in the semester intermediate assessments and final examinations of the courses that are included in the training agreement.
2. The syllabus of the training course will indicate which interim assessment and final exam will be conducted during the study week.
3. Specific dates of the evaluation component are determined by the Dean of the Faculty.
4. The absence of an interim assessment or a final examination is not a good reason or announcement and to leave the audience in the course of the course, use of another's work or inadmissible records, expulsion from the auditorium resulting in violation of the internal regulation is evaluated by 0 points in the given component.

5. The result of semester intermediate assessment and / or final examination should be available to the student in no later than three working days after the evaluation and / or examination.
6. The student who does not agree with the evaluation and / or test results is entitled to apply to the Dean of the faculty and evaluate the outcome of the examination no later than three working days from the test. The complaint shall be considered only if the student indicates: a) procedural violations; B) disregard of the assessment system.
7. A commission created by the Dean of the faculty shall review the complaint within 2 days after the receipt of the complaint and take the appropriate decision.
8. It is inadmissible to change the decision made by the Recommendation Commission to change to worst for the Complainant
9. Within the course of the semester it is possible to postpone the interim assessment or final examination in the course of the current semester, based on the student's written application on the decision of the Dean of the Faculty, which should indicate the reason for the postponement.

#### **Article 12. Rule of assessment of student achievements**

The level of assessment of the learning outcomes of the Study University student is carried out in accordance with the following requirements:

1. Assessment of the level of student learning results in each component of the program should include mid-term and final assessment.
2. Each form and component of the evaluation should be defined from the total score (100 points) of the assessment in the final assessment and the relevant information should be reflected in the syllabus of the educational component
3. It is not permitted to grant credit using only one form of evaluation (intermediate or final assessment). The student is credited in case of positive assessment defined by paragraph 8 of this article.
4. Each form of evaluation includes the evaluation component/components that includes the evaluation method/methods , and the evaluation method(s) is measured by evaluation criteria.
5. The assessment component, method and criterion must be adequate for assessing the learning outcomes defined and achieved by the educational program component.
6. Each form of evaluation should be defined by the minimum level of competence, which should be reflected in the syllabus of the component of the educational program. The minimum score of the minimum competency margin and the final score of the intermediate appraisal

should not be less than 51 points and the share of the marginal competence margin of the final assessment shall not exceed 60% of the final assessment.

7. Assessment of the learning outcomes of the educational program components should be completed in the same semester in which it was implemented.

8. The Grading system shall allow:

a) for five positive points:

a.a) (A) Excellent –91% points;

a.b) (B) Very good –81-90% of maximum points;

a.c) (C) Good – 71-80% of maximum points;

a.d) (D) Satisfactory – 61-70% of maximum points;

a.e) (E) Acceptable –51–60% of maximum points;

b) two types of negative points:

b.a) (FX) Fail – 41-50 points of maximum points, meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;

b.b) (F) Fail –40 points and less of maximum points, meaning that the work of a professional student is not acceptable and he/she has to study the subject anew.

9. In the event that FX is received in a training program component, an additional examination must be made at least 5 days after the final examination. This is not mandatory for the Master's degree project.

10. The number of points taken at the final evaluation is not added to the student's assessment.

11. The evaluation score on the additional examination is the final (final) evaluation score and is reflected in the final evaluation of the training program component.

12. In the event that the final evaluation of the training component takes 0-50 points, the student may evaluate the F-0 score.

### **13. The student's rights and responsibilities**

1. Student University student has the right:

A) receive quality education and participate in scientific research;



- B) Take advantage of the material-technical base of the university, library funding, information and other means;
- C) receive comprehensive information on educational programs existing at the university and request syllabus of study courses;
- D) to request a fair assessment of the knowledge and to challenge unwanted examination results by the established rule;
- E) receive qualified consultation on the terms and format of the educational programs, training courses and examinations from the authorized person;
- F) Periodically assess the work of academic / teacher staff and student service.
- G) In order to improve the assessment within the timeframe and financing (semester tax) within the educational program, individual courses should be repeatedly heard by the amount of credits set as semesters. In this case, the student's assessment of the training course is a better result.

2. Student of Teaching University is obliged to:

- A) follow the internal regulations of the Teaching University and the requirements of other legal acts;
- B) to follow and fulfill the terms of the contract concluded with the Teaching University;
- C) to undertake academic and administrative registration and to pay a semester fee for the term of study;
- D) notify to the Teaching university about changes the information indicated in the personal card within one month;
- E) follow the universally accepted norms of ethics and behavior;
- F) Take care of the property belonging to the university;

3. Code of Ethics of the Teaching University and Actions under the disciplinary liability norms will be considered inappropriate and unethical behavior for the student;

#### **Article 14. Change or abolish the educational program**

1. In case of change or abolition of educational program, the Teaching University will provide students with the possibility of continuing their studies to the program with the recognition of credits obtained by them in conformity with the program.

2. If the university does not have an educational program compatible with the revised educational program, the University of Teaching provides an agreement on the recognition of the revised educational program with the other educational institution and the decision on the decision taken at the National Center for Educational Quality Enhancement Submission.

#### **Article 15. Granting qualifications and diploma**

1. After completing the educational program the graduate is entitled to the relevant academic degree / qualification.
2. The academic degree is confirmed by the Rector and the Dean of the Faculty and the Diploma certified by the Teaching University with the Standard Appendix;

#### **Article 16. Rule of Amendments and Amendments to the Regulatory Rule**

Changes and amendments to the regulatory rule shall be implemented in accordance with the procedure established by the legislation.