

Changes have been approved by  
LLC Teaching University Geomedi's  
Academic Board session:  
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Rector, Professor \_\_\_\_\_ Marina Pirtskhalava

## **Regulatory Rule for Academic Process**

### **Article 1. General Provisions.**

1. Teaching University Geomedi LLC (henceforward the University) conducts the educational process following the current legislation, this rule, and other legal acts in force at the University.
2. This document defines the rules for obtaining, suspending, terminating, reinstating, mobility, administrative and academic registration, distance learning, and other issues related to the organization and management of the learning process.
3. Compliance with this rule is mandatory for the administrative staff involved in the organization and management of the university's educational process, as well as for academic / invited staff and students.
4. The language of instruction at the university is Georgian and English.

### **Article 2. Obtaining a student status.**

1. Entrant, holding a document certifying full or equal general education and has passed Unified National Examinations can obtain a student status at the university on the first (bachelor's) level of higher education and single-cycle medical/dental educational programs, As well as the persons defined in paragraph 3 of Article 52 of the Law of Georgia "on Higher Education".
2. The enrolment of the entrant, is based on the ranking coefficients of the scores obtained in the Unified National Examinations, The University is obliged to accept entrants for the relevant educational program and conclude agreements with them on the basis of the ranking document.
3. After the publication of the final results by the LEPL - National Center for Assessment and Examinations, the entrant must apply to the University within the time limit set for

registration. The duration of the registration period and the list of documents to be submitted are determined by the order of the Rector.

4. Entrant's Enrollment in the University is possible on the bases of the copy of the document certifying full general education recognized by the legislation and submission of the document certifying military registration by the person subject to military registration in accordance with the legislation (in case of males).
5. Based on the registration and submission of relevant documents, the Rector shall issue an order on the enrollment of entrants in the University and obtaining the status of a student no later than October 1.
6. An entrant who is in the ranking coefficients document but does not apply to the University within the timeframe provided for registration is entitled to apply to the University with a request to enroll from the date of publication of the Rector's Unified Act by June 1 of the following year. The Rector of the University is obliged to satisfy the request of the person and issue an individual administrative-legal act, in order to ensure the access of the person in the educational process and to achieve the learning outcomes in accordance with the rules established by law. Enrollment this way eliminates the possibility of using the obtained state study grant.
7. After the administrative registration, within the period determined by the university, the student is obliged to register in the electronic system of educational process management, to choose the study courses provided by the educational program. In order to undergo academic registration, a student is required to submit to the university a document certifying the payment of half of the tuition fee set for the semester.
8. A person with a bachelor's degree or an equivalent academic degree has the right to study at the second level of higher education (Master's Degree); on the bases of the General Master's Examinations results and internal university exam / and English Language Exam (B2 level). As well as to the persons specified in paragraph 7 of Article 521 of the Law of Georgia "on Higher Education", on the basis of successfully passing the specialty and English language (B2) exams. If a B2 level English Language Certificate is submitted, the Masters candidate will be exempted from the English Language Test.
9. A candidate for a master's degree will be eligible to take the exam / examinations determined by the University if he / she exceeds the minimum threshold established by the legislation in at least three of the four parts of the general master's exam.
10. In order to pass the exam / examinations determined by the University, the registration of Master's candidates is carried out in accordance with the rules and within the timeframe established by the Rector's Act.
11. The University determines the content of the exam/exams, the minimum competence threshold, and the procedural issues related to the conduct of the exam/exams.
12. The University assigns coefficients to the exam / exams defined by it, the sum of which is equal to 100.

13. After publishing the final results of the exam/exams, university creates a ranking coefficient document of the master's exams, based on which the enrollment in the master's degree program takes place.
14. Complaints on the exam / examinations determined by the University shall be considered by the Complaints Commission, which may not consist of persons who have participated in the assessment of Master's candidates.
15. Admission of Master's degree candidates to the University is possible only after the submission of a document certifying academic higher education-a diploma and a document certifying military registration by a person subject to military registration in accordance with the law.
16. A Master's candidate who does not have a document certifying academic higher education (Diploma) at the time of enrollment at the University, may submit a document, issued by the higher education institution, certifying academic higher education (bachelor's degree), provided that until the end of the first semester, she/he will submit a diploma-a document certifying academic higher education recognized in accordance with the rules established by law.
17. Enrollment of a Master's candidate at the University is formed on the basis of an contract signed between the University and the Master's candidate.
18. A unified act of the Rector shall be drawn up on the persons who signed the contract with the university. The Rector's Unified Act indicates the Master's name, surname, personal number, general master's exam identification code, educational program on which the Master's degree has been granted the right to continue the study. The University will present the information about the enrolled persons in the special electronic program before October 5 of the year of the Master's Exam. In accordance with the rules of production of a special electronic program defined by the individual administrative-legal act of the Director of the LEPL - National Center for Assessment and Examinations, including access to a special electronic program, display / input of information and processing of information.
19. After the issuance of the unified act provided for in paragraph 18 of this article, the person becomes a master student.
20. Enrollment of foreign citizens is carried out in accordance with the rules established by the legislation of Georgia.
21. The University is obliged to conduct interviews (oral testing) to determine the language proficiency of the entrants / Master's candidates / students without passing the Unified National Examinations / General Master's Exam and to make the video recording of the interview (Oral Testing) available to the Ministry of Education, Science, Culture and Sports of Georgia.

22. Those wishing to continue their studies without passing the Unified National Examinations must attach the following documents to the application submitted to the Rector:
- A) a notarized copy of the citizenship document;
  - B) a notarized copy of the complete general or equivalent education certificate obtained in a foreign country.
  - C) A document issued by the LEPD- National Center For Educational Quality Enhancement, on the recognition of received education.
  - D) Photo 3X4 (electronic version).
  - E) Notarized power of attorney in case of a trustee.
  - F) A copy of the residence permit must be attached to the application of the stateless person instead of a document certifying citizenship.
23. A person wishing to continue his / her studies without a general master's exam must attach the following documents to the application submitted to the Rector:
- A) A notarized copy of the citizenship document.
  - B) a notarized copy of the higher education document issued by a higher education institution recognized by a foreign country and a diploma attachment, or a copy of a document certifying the master's degree of a foreign higher education institution, or a higher education institution recognized by foreign law or Proof of academic degree equal to it.
  - C) A document of the recognition of received education issued by the LEPD- National Center for Educational Quality Enhancement.
  - D) Photo 3X4 (electronic version).
  - E) Notarized power of attorney in case of a trustee.
  - F) A copy of the residence permit must be attached to the application of the stateless person instead of a document certifying citizenship.

### **Article 3. Administrative and academic registration.**

1. In order to participate in the study process, a university student is required to undergo administrative and academic registration in the fall and spring semesters within the timeframe set by the university.
2. Administrative registration implies submission of a tuition fee payment document to the University before the beginning of the semester, as established by the rules.
3. In case of non-fulfillment of paragraph 2 of this article, the student is obliged to apply to the dean of the relevant faculty to be admitted as an exception to the academic registration and to pay the semester tuition fee in stages, no later than the final exam.
4. Academic registration means student's registration of compulsory and elective courses/modules provided by the curriculum through the electronic system of management of the educational process before the beginning of the semester, following the terms set by the individual administrative-legal act issued by the rector. Registration for training

courses/modules is possible only if their preconditions are met. The course modification, cancellation, or addition is allowed within two weeks from the beginning of the study process.

5. Prerequisite for academic registration is administrative registration.

#### **Article 4. Suspension of a student's status**

1. The basis for suspension of student status is:
  - A) Personal application (without indicating the reason);
  - B) Studying at a higher education institution in a foreign country, (except for studying within the exchange education program)
  - C) Pregnancy, childbirth, child care or health worsening of health conditions;
  - D) Non-payment of Tuition fee
2. Exemption from the right to perform the duties of a university and student without termination of student status shall be considered as suspension of student status.
3. A person with suspended student status is not considered within the total number of students at the University.

#### **Article 5. Termination of Student Status**

1. The grounds for termination of student status are:
  - A) Completion of the educational program at the given level;
  - B) Personal statement;
  - C) Failure to execute the corresponding educational program requirements for getting Academic Degree within the stated terms;
  - D) Failure to receive credit in the same compulsory educational program three times;
  - E) Execution of the sentence in the presence of legally enforced guilty verdict;
  - F) Violation of Code of Conduct (for a student to inappropriate and unethical behavior);
  - G) Death;
  - H) Student moving in another institution.
  - I) Expiration of 5 years from the suspension of student status, except in cases provided by law;
2. After 5 years after the student's status suspension, the person is terminated his/her student's status, except for the case envisaged by the legislation. Legal results envisaged by the Legal Act on termination of student status are arranged twelve months after the order. The student

status in this period of time is considered suspended and the student is entitled the right of mobility, except the case where the grounds for termination of student status are incompatible with the regulation of the recipient institution.

3. In the event of termination of a student's status, its re-acquisition is permitted in accordance with the procedure established by law.

## **Article 6. Mobility**

1. Mobility at the University is carried out in accordance with the Order of the Minister of Education and Science of Georgia N10 / N of February 4, 2010 "On the Rule of Transition from a Higher Education Institution to another Higher Education Institution", within the timeframe established by the legal acts of the Head of the LEPL- education management information system and in accordance with this rule.
2. Mobility is entitled to a person whose enrollment at higher education institution will be carried out in accordance with the legislation, and at the moment of registering for mobility on the electronic portal is a student of higher education institution.
3. Mobility right is also entitled to the person referred to in paragraph 2 of this article, who at the time of registering on the electronic portal, has been suspended the student's status
4. Mobility can be carried out within one cycle of higher education. For the purposes of this paragraph, the Doctor of Medicine/ Doctor of Dental Medicine / Veterinary Educational Programs will be considered compatible with the first stage of academic higher education. Mobility is not allowed from a professional higher education program to Bachelor's Degree Program.
5. The right of mobility is to a student is after one year of study at a relevant level of higher education. The studying course does not include the time during which a person had been suspended student's status. If the institution has been liquidated without defining the assignee, the institution has lost authorization or the educational program is no longer implemented, the student has the right to mobility despite the duration of the study period.
6. Students with academic debts and zero credits have the right to participate in the mobility process if they are involved in the educational process.
7. Applicants who want to transfer from another higher education institution must register for mobility on the electronic portal. In case of a positive answer, he / she is entitled to apply to the University for enrollment and must submit a certified copy of the sealed educational card together with other documents at LLC Teaching University Geomedi.
8. At the university the student's compliance with the relevant educational program of the university is recognized, credits are recognized and the semester is determined. Credits received under the program of the institution on which enrollment and training were carried out in accordance with the rules established by law are subject to recognition. As a result of the substantive study, it is possible to determine the relevance of the study courses taken by

the student and provided by the university educational program, regardless of the difference in their titles. It is allowed to recognize a course that is not provided by the university educational program. Conditions offered to the student (in particular, in which semester he/she continues to study and how many credits) will be notified to the student in advance.

9. The University has the right to set the preconditions for enrollment in the educational program (interview and / or exam) for those wishing to enroll through mobility.
10. Mobility of students can be carried out twice during the calendar year, within the timeframes as established by the Center. An order issued by the institution's authority on student mobility is issued before October 1, for fall and in spring, before March 1. The order is sent to the center within 7 days of publication and the relevant mobility will be reflected in the register.
11. A mobility applicant who fails to apply for admission to the receiving institution within the timeframe set by the institution shall forfeit the right to enroll in the stated educational program.
12. A student willing to move to another higher education institution within the mobility period shall apply to the Faculty Dean with a request for a copy of the relevant documents.

#### **Article 7. Internal Mobility**

1. The student has the right to change the educational program with internal mobility during the study period.
2. Internal mobility is announced twice a year. After completion of the internal mobility process, the university is obliged to submit the internal mobility results within two weeks to the LEPL - National Center for Educational Quality Enhancement.
3. The right to participate in internal mobility is given to every student of LLC Teaching University Geometri, even if his / her status of student has been suspended at the time of the announcement of internal mobility. An additional semester student is not eligible to participate in internal mobility.
4. The student's right to participate in internal mobility arises after one semester of Learning at the appropriate level of higher education. The study period does not include the time during which the student was suspended.
5. Internal mobility can be implemented within one level of higher education. For the purposes of this paragraph, the Doctor of Medicine/ Doctor of Dental Medicine / Veterinary Educational Programs will be considered compatible with the first stage of academic higher education.
6. The basis for the initiation of the internal mobility procedure is the student application, which will determine the compatibility of the credits earned by the student for recognition and make a relevant conclusion.
7. If the student agrees to continue his studies on the offered terms, the fact of internal mobility shall be established by the Rector's individual legal act.

## **Article 8. Determining student's individual academic workload**

1. Student academic workload per year comprises an average of 60 credits. Depending on the specifics of the higher education program and/or the individual curriculum of the student, the student's annual workload may exceed 60 credits or be less than 60 credits. The student's academic workload may not exceed 75 credits.
2. Within the one-step educational program of medicine, an individual student's curriculum may set an annual workload of more than 60 (ECTS) credits, taking into account the duration, volume, and structure of the educational program, but the total number of credits added above 60 within the duration of the program should not exceed 15 credits in total.
3. In case of mobility or academic failure the student has the right to take a course which is not in progress for the given semester;
  - A) In this case the student submits an application to the Rector of the University about the assignment of the mentioned course within one week after the end of the semester;
  - B) applications are forwarded to the relevant Dean's Office for response;
  - C) The student will be assigned an additional study course only if the number of applicants for this course is no less than 5 students; In the case of fewer than 5 students, the assignment of an additional course shall be decided by a committee consisting of the Vice-Rector for Academic Affairs, the Head of the relevant educational program, and the Dean of the Faculty.
  - D) The student is obliged to pay the additional tuition fee according to the credits, prior to the start of the course.
4. The student has the right to take additional courses during the main semesters, which may not exceed 8 and 7 credits per semester (total of 15 additional credits per year).
3. The student has the right to take additional courses at the end of the academic year, during vocational period, the total number of credits shall not exceed 12 credits, for which a 6-week term is defined. The final exam shall be held on the 7th week and additional exam no less than 5 days later.

## **Article 9. Restoration of Student Status**

1. The student with a suspended status, is entitled to restore it within 5 years on the basis of a personal statement, after the circumstances that led to the suspension of student status have been eliminated.
2. 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 deducted from the number of student places to be admitted by the University for the following academic year.
3. Restoration of student status is allowed no later than 2 weeks after the beginning of the semester.



4. In case of restoration of student status, the semester is determined by determining the compliance with the current educational program, taking into account the existing academic debt and the prerequisites of the training courses/modules.

#### **Article 10. Distance learning**

1. Distance learning involves conducting the learning process remotely / electronically or using various means of communication.
2. Distance learning allows students to use flexible (considering time and place) study methods, while also ensuring that learning outcomes are achieved through the use of online information sources as well as video and audio channels.
3. Communication forms of distance learning are used in force majeure situations.
  - Synchronous communication is the joint participation of students and academic / invited staff in the learning process remotely.
  - Asynchronous communication - is a form of communication where students are not required to participate in the learning process with a lecturer. These can be paper based courses or online courses using an e-learning management system.
  - Distance learning is also possible through a mixed / hybrid model. This is a course that aims to use a combination of both online teaching and auditory teaching.
5. For the implementation of distance learning, the University uses the electronic learning management system **Emis** and platforms (electronic platforms): **Google Meet, Google Classroom**. To ensure access to distance learning, the University has developed instructions / video tutorials for the use of selected platforms. The University provides consultations to students and academic / visiting staff on the use of the platforms. The materials used in the teaching and assessment process are uploaded by the academic/invited staff through the Google Classroom electronic platform and the **Emis** electronic learning management system of the university.
6. Distance learning is carried out in accordance with the distance learning rules approved by the University.

#### **Article 11. Tuition Fee**

1. In accordance with the levels and educational programs of academic higher education, the university fees shall be determined by the order of the rector and is written out in the contract.
2. The student shall pay tuition fees within the timeframe written out in contract
3. Students with partial financing under the state grant must cover the difference between state financing and the existing tuition fee within the terms for the administrative registration according to the semester

4. for a student with a suspended status, the tuition fee shall be determined in accordance with the tuition fee of the educational program at the time of continuing the study.

#### **Article 12. Taking an extra (additional) semester**

1. Undergraduate students are allowed to continue their studies for not more than four additional semesters, if they do not receive the specified number of credits within the timeframe specified in the educational program;
2. Students of single-cycle higher education program of dentistry and doctor of medicine, also Master's studies are entitled to continue their studies not more than two additional semesters, in case of failing to obtain a fixed amount of credits within the timeframe specified in the educational program,
3. The tuition fee for the additional semester shall be determined in accordance with the credits;
4. One credit fee is the tuition fee split into 60 credits.

#### **Article 13. In case of change/ modification or cancellation of the educational program Mechanism for providing students with further education in the relevant program**

1. In case of modification or cancellation of the educational program, it is important for the University to provide students with further education to the relevant program:
2. In the event of a decision by the Academic Board of the University on modification or cancellation of an educational program, the University shall:
  - A) To offer students educational programs that are compatible/relevant and the maximum number of credits will be recognized;
  - (B) where appropriate, the Quality Assurance Service with head of the program shall develop an individual curriculum;
  - C) to provide students with information on other compatible higher education programs in other higher education institutions;
  - D) Introduce to the student the rules, terms and conditions of mobility under current legislation.

#### **Article 14. Student evaluation system**

1. In assessing students' knowledge, LLC Teaching University Geomedi is guided by the European Credit Transfer and Accumulation System (ECTS); Assessment system defined by the Law of Georgia on Higher Education and approved by the Order of the Minister of Education and Science of Georgia No 3 of January 5, 2007

The assessment system allows:

##### **A) Five types of positive assessment:**

- (A) Excellent- 91-100 points of maximum assessment
- (B) Very good - 81-90 points of maximum assessment;

- (C) Good - 71-80 points for maximum assessment;
- (D) satisfactory - 61-70 points of maximum assessment;
- (E) sufficient - 51-60 points of maximum assessment.

**B) Two types of negative assessment:**

- (FX) – couldn't pass - 41-50 points of maximum assessment, which means that the student needs more work to pass and is allowed through independent work to take the exam once more;
  - (F) - failed - 40 points and less of maximum score, which means that the work performed by the student is not enough and he/she has to learn the subject from the beginning.
2. The student's semester evaluation is determined by the sum of the midterm grades and final exam scores and is 100 points. The prerequisite for granting a credit is a student's accumulation of 51 out of 100 points. The student's final grade is determined by many components, at least three of which must be a final exam, with a maximum grade not exceeding 40 points. The specificity of the subject should be taken into account when defining the evaluation components. The proportion of components varies according to the specifics of each course. The final determination of the specific share of assessment components in the subject specificity is the responsibility of the lead professor or associate professor in agreement with the faculty.
  3. The minimum competence threshold shall be determined in each form of assessment (midterm assessment and final assessment). The minimum share of the margin of final assessment shall not exceed 60% of the final assessment.
  4. The student shall be entitled to pass the final examination who has passed the threshold of the midterm assessment. (Determined in accordance with the educational program).
  5. If the sum of the midterm Assessment and Final assessment scores is 41-50, the student is allowed to take an additional exam. If the score is 40 or less, the student has to study the subject again from the beginning.
  6. Students are allowed to take an additional exam in the same semester, at least 5 days after the final exam.
  7. In the event of failure to appear for midterm or final examination, the Dean shall determine the eligibility for the re-examination on the basis of a personal statement and a relevant certificate.
  8. Student assessment may be appealed: The student should apply to the appropriate Dean's Office. The Dean is required to discuss the problem with the professor and the Head of educational program leader within 3 business days. The decision to change / maintain the assessment is made by the relevant protocol and notified to the student on the same day.
  9. The GPA score of the full educational program will determine the degree of the graduates of the educational program, in particular if the GPA is equal to or greater than 3.6 the student will obtain a degree with honors, otherwise a regular diploma.

Students with a semester GPA of 3.6 will be awarded a scholarship.

Student's GPA calculation rule:

According to estimates, the GPA is:

Assessment	GPA
51-60 (E)	0.5
61-70 (D)	1
71-80 (C)	2
81-90 (B)	3
91-100 (A)	4

#### Article 15. Mechanisms for conducting and monitoring clinical rotations

The clinical rotations are delivered during 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> years of MD program, exclusively at the contractor and affiliated clinics / hospitals of the university (see the reference “One-step Undergraduate Educational Program for MD”, list of contractor and affiliated hospitals). During the delivery of clinical rotations, the following must be ensured:

- 1) The professor delivering the lectures is a holder of MD and PhD degree and have at least 7 years of clinical experience and 5 years of academic teaching experience;
- 2) The practical seminars can be delivered by professor as well as their assistant who must be holder of MD degree and have at least 5 years of clinical experience and 3 years of academic teaching experience;
- 3) The students spend at least 4-5 hours every day (except weekends) at hospital, including 1-2 hours of lecture and 2-3 hours of practical seminars;
- 4) Practical seminars implicate direct contact /working with patient under the supervision of doctor in charge (who is responsible for delivery of practical classes); this includes taking of medical history, setting the medical investigation plan, follow-up with medical tests and lab results, participate in setting the diagnosis and making differential diagnosis, setting the treatment plan, communication with a patient and discussing their management plan with them or their family and caregivers, collaborating with hospital staff. The students during each clinical rotation therefore, gain both theoretical knowledge and practical skills for working independently in medical environment in future, as well as get used to critical thinking and decision making in stressful occasions.
- 5) The delivery of clinical rotations and the quality of educational process is constantly monitored, assessed, current issues identified and addressed by dean office together with quality assurance department. This process is directly mediated by the group leaders who

regularly report about any ongoing issue to the dean, as well as individual students, who also refer for assistance to the dean office in case if they have any personal problem or they notice any shortfalls in teaching process.

- 6) Regular assessment of clinical rotation delivery (similar to all other educational courses) is done through the questionnaires referring to educational process and educational courses in general, which is filled by students, academic staff and administrative staff all, twice per academic year.
- 7) Clinical rotation courses are assessed by both OSCE and MiniCEX exams, together with theoretical assessment. Specifically, OSCE is used as a practical exam component in midterm exams of each clinical rotation course, and are held in clinical simulation center at the university; as for MiniCEX exams, they are incorporated as practical exam component in final exams of each clinical rotation course, and are held at the hospital at place, by special instructor who monitors the ability of students to use their knowledge and skills on real patients (see the reference “MiniCEX assessment form”).
- 8) For each assessment method mentioned above, our academic staff has been trained and continues to go through active trainings and workshops in order to improve their skills for better and more objective assessment of students.

#### **Article 16. Obtaining academic degree and diploma**

- 1) Upon completion of a specific stage of academic higher education, the graduate shall be awarded an appropriate academic degree with standard attachment (in accordance with the procedure established by the relevant faculty of the university (doctor of dental medicine, doctor of medicine, bachelors and master’s degrees).

#### **Article 17. Final Provisions**

1. The present rule is approved by the Rector of the University, based on the decision of the Academic Board, and enters into force upon approval.
2. Amendments to this Rule shall be made under the order issued by the Rector based on the resolution of the Academic Board.