

Students information card of the University Geomedi

All students of the university are obliged to follow the requirements of the legislation, university statutes, internal and other legal acts of the university; fulfill the academic requirements established by the educational program; fulfill the obligations under the contract concluded with the university. The University's internal legal regulations are placed on the University website - <http://geomedi.edu.ge/>.

1. Administrative and Academic Registration of a student:

1.1. The student is obliged to pay the tuition fees within the timeframe established by the contract. In case of breach of contract, the University reserves the right to terminate student status.

The semester fee is the fixed amount, the student is obliged to pay the semester fee fully, regardless of how many credits he is allowed to take (for academic arrears or other reasons). In case of taking any additional credits, not considered in the current semester, the student is obliged to pay the certain amount in accordance with the credits specified in the course.

1.2. The student is obliged to be familiar with the curriculum of an educational program in order to optimize the personal study process during each semester.

1.3. In case of a student who takes the same course for the third time and earns no credits, the university has full power to terminate the student status.

1.4. **60** credits measure the workload of a student during one academic year. Considering the peculiarities of the higher education program and / or student's individual curriculum, the student's annual workload may exceed or be less than 60 credits. The annual quantity of students' workload may not exceed 75 credits.

1.5 In order to create an individual curriculum in case of mobility or academic arrears, the student has the right to undergo a course that is not announced in the given semester:

(A) In such case, the student shall apply to the University Rector with the statement to appoint the mentioned course, within 1 week after completing the study semester;

B) Applications will be submitted to the relevant dean's office for further reaction;

C) The student will have additional training course only if the number of applicants is no less than 5-8 students;

D) The student is obliged to pay for additional training course in accordance with the credits, prior to the course start date.

1.6 The students are entitled to take additional training courses during the major semesters, which should not exceed 8 and 7 credits in the semester (totally additional 15 annual credits).

1.7. At the end of the academic year, a student is entitled to take additional training courses, the total quantity of credits should not exceed 12 credits for which the 6-week term is determined. Final exam will be held on 7th week, and additional exams may be assigned in 5 days after final exam.

1.8 The students can have access to library resources 6 days a week. Working hours: from 9:00 am - 19:00pm.

1.9 The student can address dean's office with the issues related to study process, and to student relation service on other issues, related to university life.

1.10 The student is entitled to pass the test only on the scheduled day of the examination and in case of missing it he will not have the right to pass the test again. Except for honorable cases (see paragraph 3.2). Student is entitled to pass the additional exam (in case of FX assessment) only in the prescribed timeframes for the same semester of the course.

1.11 To sit an exam the student must have the student's card or ID card (or any official document identifying the person); otherwise the student will not be allowed to pass the test.

1.12 The work of the student, barred from taking the exam doesn't not subject to evaluation (the information is being recorded by the employee of the examination center).

1.13. The student is obliged to:

- Arrive at the examination center 10 minutes prior to the start of the exam.

The student who arrived late may be barred from writing the examination.

- Turn off mobile phone before entering the examination room and put it to a place, which is individual for all students, designed to keep students' personal items.
- Students may not leave the examination room before ending of the exam.

1.14. Categorically prohibited:

- Taking mobile phones or so called "cheat sheets" to the examination room.
- Cheating off attempts;
- Talking, dictation helping others, perform tasks instead of others;

1.15. The student will be barred from taking the exam and will be deprived the right to retake the exam:

In case of bringing a mobile phone or so called "cheating sheets" to examination room, for cheating off; for violation of rules of behavior (noise, ignoring observer's remark);

1.16 The examination paper is being annulled, based on the decision of the head of the examination center, which relies on the observer's information and the video recording. (See .1.12)

2. Study Process and Students Assessment:

2.1 The assessment of the work of the student during the study period includes:

A) Midterm assessment - maximum of 60/70 points; (Which includes a maximum of 40/30 in activity and a maximum of 20/30 points of intermediate exam) according to the syllabus;

B) The final exam - maximum of 40 points.

2.2. The final examination is considered pass, if the student receives at least 50%+1 points.

2.3. The student is entitled to sit the final exam, if he/she has accumulated at least 50% (activity+ intermediate exam) points by intermediate appraisals. The final examination is mandatory for all students even if they have gained more than 51 points in midterm assessments.

2.4. Additional Examination are assigned:

- In case if the result of mid-term evaluation and final examinations is up to 41 to 50 points inclusive;
- In case of having a valid reason for missing the exam.

3. Conditions for restoring intermediate / final exams:

3.1. The student having missed the final/ mid-term exams for a valid reason is obliged to apply to the Dean's office with application, providing the relevant documents, the student will have the right to retake the exams after his case will be resolved.

3.2. Disease, death of a family member, natural disaster or emergency situation is considered as a valid reason for the missing exam.

4. Conditions for the payment of tuition fees according to credits and assignment of additional training semester:

4.1. If the student fails to complete the course within the term of the semester provided by the program, he is obliged to pay for each additional semester, in case of taking more than 30 credits per semester student will have to pay the tuition fee according to the total quantity of credits.

4.2. In case of failing the course outcome and sufficient number of students (5-8 students), additional training course is self-financed by the student, as the assignment of such type of classes is not included in the semester tuition fees, the cost of any additional subject is determined by the quantity of the credits.

5. Suspension and reinstatement of student status.

5.1. The student, whose status has been suspended in accordance with the legislation and the internal legal acts of the University, may reinstate to student status in accordance with the requirements of this article on the basis of the application, within 5 years from the date of suspension.

5.2. The student whose status has been suspended in the previous semester can be reinstated within the timeframe of administrative registration established by the university. In exceptional cases, student status can be reinstated within 1 week after the start of study process.

5.3. During the reinstatement of the status, the student pays only ongoing semester fee. The amount paid (Fee in accordance with the current academic year). before the status suspension will not be transferred to the ongoing semester account and doesn't subject to withdrawal.

The University prohibits smoking in any indoor area, and outdoor seating, less than 50 meter radius of the university building.

Consumption of alcoholic beverages; attending the University in inappropriate condition;

Gambling;

Damage of University inventory and equipment; in such a case the student is obliged to reimburse the damaged inventory fee.

Damage and pollution of internal and external walls of the university building;

Inappropriate behavior, affecting the prestige and reputation of the University.

6. Student's dress code and hygiene rules:

- Students should be dressed in appropriate way, attending the University without heavy make-up;
- Medical students, and students of the faculty of dentistry are required to wear white coats;
- In case of attending clinical disciplines (at clinics and simulation clinic), it is not permissible to appear without the medical form, It is also not permitted to wear a sharp aroma (due to the possible high allergic reaction of the patient) attend with long hair and long nails (due to physical examination of the patient).

7. Students encouraging events:

- Students at university are able to join in sports and art sections;
- Take part in sports, culture, and social activities;
- Higher academic students enjoy the university scholarship;
- In case of winning sports and cultural activities and competitions, students enjoy university scholarships;
- In case of achieving success in internal and international conferences, students benefit from university scholarship;
- University Scientific Research and Library Development Fund finances:

Participation in students' international conferences, financing of scientific research, publishing articles in international journals.

We wish you a successful academic year!