

Changes have been approved by  
LLC Teaching University Geomedi's  
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Rector Marina Pirtskhalava

## **Rules and Regulations of Learning Process**

### **I. Obtaininig a Student's status**

1. Obtaining a Student's status at the first stage of Higher Academic Education (Bachelor) and onestage programs shall be carried out through the National Entrance exams, Also in accordance with legislation of Georgia Article 52, paragraph 3
2. Obtaining a Student's status on the one-step higher education programs of dentistry and doctor of medicine shall be carried out through the National Entrance exams; Also in accordance with Article 52, paragraph 3 of the Law of Georgia on Higher Education.
3. Obtaining a student's status at the second stage of the academic higher education (MA) is based on the results of General Master's Examinations, internal university exam / and English Language Exam (B2 level). Also in accordance with Article 52/1(7) of the Law of Georgia on Higher Education, on the basis of successful passing the specialty and English language (B2 level) exams.  
If a B2 level English Language Certificate is submitted, the Masters candidate will be exempted from the English Language Test.
4. Enrollment in the residency is based on the results of the general residency exam;
5. A prerequisite for student enrollment is administrative registration as established;
6. Student's participation in the study process is not allowed without passing established registration deadline.

### **II. Admission procedures of foreign nationals**

1. The University shall, within an acceptable contingent, determine places for foreign nationals.
2. The admission of foreign citizens is carried out in accordance with the rules established by the legislation of Georgia;
3. Prerequisite for enrollment of foreign nationals is the successful passing of the test in the relevant language of instruction of the educational program, in case of successful passing of the test the student is enrolled in the learning process, or submission of a document certifying at least B2 level of relevant language of instruction of the educational program.
4. Prerequisite for enrollment is the written consent of the Rector of the University.

## **II. 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

## **IV. Termination of the Student's status**

- The grounds for the termination of student's status are:

- a) Finishing the educational program on the stage given;
- b) Personal application;
- 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);
  - plagiarism - quoting someone else's opinion without reference to the author;
  - smoking;
  - gross and unethical attitude, violence and harassment towards students, academic, administrative and support staff;
  - Attempts to make an assessment by threatening, physically or psychologically threatening, cheating, cheating or other inappropriate means or conduct;
  - Damage to the University's material and technical base and inventory.
- g) Death;
- h) Student moving in another institution.
- i) After 5 years after the student's status suspension, the person is terminated by the 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.

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

## **V. Student mobility**

1. 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.

2. Mobility right is also entitled to the person referred to in paragraph 1 of this article, who at the time of registering on the electronic portal, has been suspended the student's status

3. 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 cycle educational program of academic higher education. Mobility is not allowed from a professional higher education program to Bachelor's Degree Program.

4. 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.

5. Students with academic indebtedness and zero credits have the right to participate in the mobility process if they are involved in the educational process.

6. Applicants who want to transfer from another higher education institution must register for mobility on the electronic portal and must submit a certified copy of the sealed educational card together with other documents at LLC Teaching University Geometri. 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. 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.

7. Mobility of students can be carried out twice during the calendar year, within the timeframes 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.

8. 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.

9. A mobility applicant who fails to apply for admission to the receiving institution within the time limit set by the institution shall forfeit the right to enroll in the said educational program.

## **VI. Internal Mobility**

1. Internal mobility means changing the academic program chosen by the student within the institution.
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.
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. An additional semester student is not eligible to participate in internal mobility.
5. 5. 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.
6. 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.

## **VII. Rules for Restoration of the student's status after exclusion**

1. According to Article 10 of the Rule of Transfer from Higher Education Institution to another Higher Education Institution, approved by the order # 10 / n by the Minister of Education and Science of Georgia dated 04 February 2010, A student expelled prior to the entry into force of this Rule shall be considered within ten years of the issuance of a suspension order for student status. Within this period, he / she is entitled to apply to the institution for the restoration of student status or exercise the right of mobility, if the grounds for dismissal are not grounds for termination of student status established by this rule.
2. In the case of reinstatement of a student expelled from a higher education institution, the admissible stage of continuing education shall be determined in accordance with the rules laid down for student enrollment by mobility.

## **VII. 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.
2. The tuition fees are paid in semesters
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.

## **IX. Taking an extra 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 one-level higher education program of master's degree, dentistry and doctor of medicine, in case of failing to obtain a fixed amount of credits within the timeframe specified in the educational program, are entitled to continue their studies not more than two additional semesters;
3. The tuition fee for the additional semester shall be determined in accordance with the mastered credits;
4. One credit fee: The tuition fee is split into 60 credits.

## **X. 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 Council 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 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.

## **XI. 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) enough - 51-60 points of maximum assessment.

B) Two types of negative assessment:

- (FX) - failed - 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 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 an 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:

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

## **XII. Defining an individual curriculum**

Student workload for an academic year comprises an average of 60 credits; Depending on the features of the higher education program and / or the student's individual curriculum, the student's annual workload may exceed 60 credits or be less than 60 credits.

The student's annual workload may not exceed 75 credits.

1. In case of mobility or academic failure the student has the right to undergo 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 appropriate 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 5-8 students;
  - D) The student is obliged to pay the additional tuition fee according to the credits, prior to the start of the course.
2. 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 vacation 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.

### **XIII. Obtaining academic degree and diploma**

1. Upon completion of a particular level of university education, the graduate shall be awarded an appropriate academic degree (in accordance with the procedure established by the relevant faculty of the university (diploma of dentistry, doctor of medicine, bachelor, master degrees).
2. Academic degree is confirmed by a diploma signed by the Rector of the university and the Dean of the faculty and certified by the University seal, with standard attachment.