

**LEPL Ivane Javakhishvili Tbilisi State University Education Process Regulation**  
**(22.02.2012, #13/2012; 9.08.2013, #93/2013; 4.10.2013, #111/2013)**

**Chapter I. General Provisions**

**Article 1. Scopes of regulation** (22.02.2012, #13/2012; 4.10.2013, #111/2013)

The goal of this Regulation is to define the unified procedure for obtaining of a student`s status, suspension and termination of this status, the students` achievement assessment, rights and obligations of a student and other issues related with the education process in the LEPL – Ivane Javakhishvili Tbilisi State University.

**Chapter II. Obtain of a TSU Student Status**

**Article 2. Obtain of a TSU Student Status**

The basis for obtaining the status of a student on the Bachelor academic program level shall be the results of the unified national examinations, except the cases envisaged by the legislation. The basis for obtaining the status of a professional student shall be defined by the rule envisaged by the legislation (4.10.2013, #111 /2013) while the basis for obtaining the status of a Master's student shall be the Master's examination results, which include the general Master`s exam and the exam/exams envisaged by the relevant Faculty Regulations.

The rule for enrollment in the Doctoral programs shall be determined by the Regulations of the relevant Faculty of the University. The school graduates/undergraduate with the right to study shall be granted the status of a student of the TSU without unified national exams/general Master`s exams in accordance with the rules established by the legislation.

Obtain of a student`s status in the Georgian language training educational program shall be admitted only on the basis of the results of general skills tests in Azerbaijani, Armenian, Abkhaz and Ossetian languages for proceeding with the study under the Bachelor, medical doctor/medical dentist program in accordance with the rules established by the legislation.

**Article 3. Enrollment in the TSU under the Mobility Rule**

Enrollment in the TSU under the mobility rule shall be managed in accordance with the rules established by the legislation.

### **Chapter III. Formation and Modification of an Own Profile by a Student**

#### **Article 4. Semesters (22.02.2012, #13/2012)**

The academic year consists of fall and spring semesters. According to the program's peculiarity the different numbers of the semesters for the relevant programs may be established by the Decree of the Rector.

The Rector shall define the terms of the academic registration, academic lectures and examinations periods By the Decree before commencement of the academic year.

#### **Article 5. Workload of a Student (22.02.2012, #13/2012)**

The student's workload for one academic year covers an average of 60-65 credits. Student's workload should not exceed 35 credits in one semester. The final semester student shall be allowed to choose the subjects of not more than 40 credits for performance the credits' appropriate number.

#### **Article 6. Administrative and Academic Registration**

Administrative registration of a student means payment of a student's tuition fees for full or partial in compliance with the rules established in the TSU; it shall be the prerequisite for academic registration and expresses the student's willingness to participate in the study process, the relevant semester, midterm and final exams.

Exceptions from the rule envisaged by the first clause of the article may be determined by the Rector's Decree (22/02/2012, #13/2012).

The academic registration means registration for the academic courses via the Education Process Management System;

4. Removed (4.10.2013, #111/2013);

5. Change or cancellation of the academic course shall be permitted within 1 week from the day of commencement of the education process.

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

Transfer of a student from one educational unit/program to the other educational unit (hereinafter – “Internal Mobility”) shall be administered by the TSU by the mean of the internal mobility e-portal. The right to participate in the internal mobility shall be granted to a student after one semester of the higher education relevant stage. The procedure for the TSU internal mobility shall be regulated by the “Rule of Transfer from Educational Unit/Program to the Other Educational Unit/Program of the LEPL – Ivane Javakhishvili Tbilisi State University” and the “Rule of Internal Mobility E-Portal Management of the LEPL – Ivane Javakhishvili Tbilisi State University” approved by the Rector`s Decree (№93/2013; 09.08.2013).

#### **Chapter IV. Suspension and Restoration of a Student`s Status**

##### **Article 8. Basis for Suspension of a Student`s Status**

The basis for suspension of a student`s status shall be:

- a) Failure to manage administrative or academic registration;
- b) Illness, if the student's participation inability in the education process is documented (22/02/2012, #13/2012);
- c) Study abroad in a higher education institution;
- d) Personal statement (4.10.2013, # 111/2013)

The student shall apply for suspension of a student`s status with the basis envisaged by the sub clauses “b” and “c” of the first clause of this article to the Rector of the University within 5 weeks from the day of initiation of educational process. After expiration of this period she/he shall lose his/her right to suspend the student`s status and use his/her tuition fees in the subsequent semester. The student shall apply for suspension of a student`s status with the basis envisaged by the sub clause “d” of the first clause of this article to the Rector of the University in not later than 2 weeks from the day of initiation of educational process. After expiration of this period she/he shall lose his/her right to suspend the student`s status and use his/her tuition fees in the subsequent semester (22.02.2012, #13/2012, 4.10.2013, #111/2013).

2. In case of long and serious illness the exclusion from the rule envisaged by the clause 2 if this article may be determined by the Rector` Decree (11.06.2012, #46/2012);
3. The maximum suspension period for a student`s status shall be 5 years, except for the cases provided by the legislation (22/02/2012, #13/2012);
4. Removed. (22/02/2012, # 13/2012, 4.10.2013, # 111/2013)
5. Other legal issues related with the suspension of a student`s status shall be settled in

compliance with the rules established by the applicable legislation and the legal acts of the University (22.02.2012, #13/2012).

#### **Article 9. Restoration of a Student`s Status**

A student expelled/excluded before February 5, 2010 shall be considered as the student who has suspended his/her status of a student for ten years from the day of issue of the expulsion/exclusion order; during this period he/she shall be authorized to apply to the TSU for restoration of a student`s status if the basis for expulsion/exclusion is not the basis for termination of a student`s status set out by this Regulation.

In case of restoration of the status of a student expelled/excluded from the TSU the semester for the student shall be determined in accordance with the rules established by the Academic Council of the TSU.

### **Chapter V. Termination of a Student`s Status**

#### **Article 10. Basis for Termination of a Student`s Status**

The basis for termination of a student`s status shall be the following:

- a) Suspension of a student`s status during the period of studying at the University for more than 5 years (4.10.2013, #111/2013);
- b) Completion of the educational program at the relevant education stage by a student (4.10.2013, #111/2013);
- c) Personal application (4.10.2013, #111/2013);
- d) Failure to gain the credit in three consecutive time for the same mandatory course (22.02.2012, #13/2012; 4.10.2013, #111/2013);
- e) Decision by the Board of the Faculty on a disciplinary prosecution against a student on the basis of the Code of Ethics of the University, the Internal Regulations and Disciplinary Norms (4.10.2013, #111/2013);
- f) Death (4.10.2013, #111/2013).

2. Other legal issues related with the termination of a student`s status shall be settled in compliance with the rules established by the applicable legislation and the legal acts of the University (22.02.2012, #13/2012).

## **Article 11. Legal Consequences of Termination of a Student`s Status**

1. The legal consequences for termination of a student`s status envisaged by the legal act on termination of a student`s status shall be applied after 12 months from the day of issue of the Order. During this period the status of a student shall be considered as suspended and a student can enjoy the right to mobility to transfer to another higher educational institution (16.01.2012, №2/2012);
2. In case of termination of a student`s status it shall be obtained again only under the rules established by the legislation

## **Chapter VI. Rights and Obligation of Student**

### **Article 12. Status of a Student. His/her Rights and Obligations (4.10.2013, #111/2013)**

The TSU student shall have the right to:

- a) obtain a quality education and participate in scientific researches;
- b) Use the TSU material-technical base, library and information services and other means;
- c) receive comprehensive information about the University educational programs and require the training courses syllabuses;
- d) Requires fair assessment of his/her knowledge and appeal the examination results in compliance with the established procedure;
- e) receive qualified advice from a competent person about educational programs, training courses, examinations terms and format as well as any issues related to the educational process;
- f) periodically evaluate the work of the academic and administrative staff;
- g) be admitted repeatedly to the training course within the scopes of the credits established as a semester working norm in order to improve the assessment during the main periods envisaged for the education program. In this case the assessment of a training course for the student shall be stated his/her best result;
- h) change or cancel additional specialty during one week from the day of commencement of a training process on the basis of the application to the Educational Process management Service.

The TSU student shall be obliged to:

- a) The student shall be obliged to learn all the subjects he/she has selected or which is compulsory according to the program established by the University; the student shall

be required to follow the Charter of the University, periodically to get familiarized with the legal acts of the University and strictly observe their requirements (22.02.2012, #13/2012; 4.10.2013, #111/2013);

- b) within a reasonable time to notify the Education Process Management Department about any change to the information indicated in the Form in the Education Process Management System (4.10.2013, #111/2013);
- c) not later than the second semester to register the additional qualification.

3. An individual shall be granted the status of the TSU student on the basis of the Rector`s Decree on his/her enrollment and shall be valid until the termination of the legal relationship with the University (4.10.2013, # 111/2013).

### **Article 13. Additional Semester**

A student who has not obtained the appropriate academic degree within the time specified in the education program shall be authorized to complete the education program by his/her self-financing during the next semesters.

- 1. For the first two additional semesters the student`s tuition fee shall be determined in compliance with the training course/courses credits on the basis of the recommendation of the Dean while for the following additional semesters a student shall pay the semester fee for the current semester;
- 3. In case if the tuition fee for the educational program is higher than a semester fee of 1125 GEL the credit price shall be calculated by division of a semester fee to the average semester load (30 credits);
- 4. Value of the credit for educational programs shall be 40 GEL.

### **Article 14. Recognition of a Credit Obtained in Georgia and Foreign Higher Educational Institution**

Recognition of a credit obtained in Georgia and a foreign higher educational institution shall be managed in compliance with the rule of recognition of the credits established by the Academic Council on the basis of the legislation.

### **Article 15. Tuition Fee**

The TSU tuition fee at every stage of education shall be determined by the semester fee amounting to 1125 GEL.

For those enrolled for the 2009-2010 academic years the tuition fee within the period envisaged by the education program shall be determined by semester fee and for all faculties and specialties it shall be as follows:

For the citizens of Georgia:

Professional Education Program - 750 GEL;

Bachelor` program - 750 GEL;

MA - 1000 GEL;

Doctoral - 1000 GEL.

Foreign citizens and stateless persons:

BA - 1250 GEL;

Master Program - 1500 GEL;

PhD - 2000 GEL. (4.10.2013, # 111/2013)

2. For the foreign citizens and stateless persons enrolled in the TSU in 2009–2010 academic years the semester tuition fee shall be 1125 GEL for all stages;
3. For the foreign citizens and stateless persons enrolled in the TSU from 2010-2011 academic years a different tuition fee may be determined in compliance with the faculties and the programs but it shall not be less than the one envisaged by the 1 clause of this article;
4. For certain Master`s PhD program a different tuition fees may be prescribed under the legislation;
5. The issue of benefit for Doctoral program`s tuition fees shall be decided by the Board of the Faculty on the recommendation of the program supervisor;
7. PhD students tuition fees the transitional period shall be defined in compliance with the clauses 1 and 2 of this article;
8. In case of any contract executed with a preferential rate the student shall have maintained the fee specified in the contract during the period covered by the educational program;
9. A student with a partial funding shall cover the difference between the state financing and the actual tuition fee within the period established for administrative registration;
10. In case of restoration of a student with a suspended status the tuition fee shall be determined according to the rate envisaged by the contract executed by and between the TSU and the student;
11. In case if a student restores his/her status in compliance with the first clause of the article 9

of this Regulations he/she shall renew the contract with the University. In this case his/her tuition fee shall be calculated according to the rate prescribed for restoration of a student's status;

12. A student who after a certain period from his/her enrollment does not participate in the education process and no legal act is granted to him/her (Order on his/her Expel/Exclusion) shall be obliged to renew the contract with the University after continuing the study. The tuition fee for him/her shall be calculated according to the rate established in the TSU at the moment of execution the contract.

## **Chapter VII. Student's Achievement Assessment**

### **Article 16. Final Exam**

1. A student shall be admitted to the final exam in case if he/she has collected not less than 51 points of the maximal points of a midterm assessment and the final exam;

2. The basis of the student's fail in the exam may be:

- a) student's action during the examination, which contradicts the instruction for the examination rules and the Code of Ethics of the TSU;
- b) gaining less than 50% of the established points at the final exam.

3. Admission to the additional exam:

- a) In the case of absence of for the main exam organized by the Faculty a student may be admitted to an additional exam on the basis of his/her application to the Dean indicating the valid reason of his/her absence supported by the documented evidence; Decision on admission of a student to the additional exam shall be made by the Dean;
- b) In the case of absence of for the main exam organized by the examination center a student may be admitted to an additional exam by the mean of the examination center e-base, on the basis of the application sent to it, indicating the valid reason of his/her absence and supported with the documented evidence. Decision on admission of a student to the additional exam shall be made by the examination center.

C) In the case of negative evaluation of a bachelor's or master's thesis (F/ FX) he/she shall not be admitted to defend the thesis in the same semester;

d) In case of the absence for a Master's thesis defense a student shall be admitted to an additional defense before commencement of a training process in the next semester on the basis of his/her application to the Dean indicating the valid reason of his/her absence



supported by the documented evidence;

- e) A student with 41-50 points and/or the student who has failed the main exam and having collected no less than 41 points shall be automatically admitted to the exam;
- f) in case if the sum points is less than 41 a student shall have to repeatedly attend the course;
- g) A student shall be allowed to an additional examination during the current semester within the timeframe established by the Rector`s Order;
- h) The interval between the basic and the additional exams must be at least 10 days.

#### 4. Scheduling the Exam for a Student on an Individual Basis

- a) In case of absence for the basic or the additional exam for a valid reason organized by the Faculty scheduling of the exam on an individual basis within the period assigned to the basic or the additional exam shall be allowed on the basis of his/her application to the Dean indicating the valid reason of his/her absence and supported by the documented evidence; decision on admission of a student to the additional exam shall be made by the Dean;
- b) In case of absence for the basic or the additional exam for a valid reason organized by the examination center scheduling of the exam on an individual basis within the period assigned to the basic or the additional exam shall be allowed on the basis of his/her application to the examination center e-base, indicating the valid reason of his/her absence and supported by the documented evidence; decision on admission of a student to the additional exam shall be made by examination center;
- c) In case of absence for the basic or the additional exam after expiration of the examination period scheduling of the exam on an individual basis shall be allowed only if the reason of absence for the basic or the additional exam is the interest of the state or the University or if the physical impossibility of presence the exam is confirmed. Decision on admission of a student to the exam on an individual basis after expiration of the examination period shall be made by the Rector of the University on the basis of the recommendation of the Dean.

#### **Article 17. Student Assessment Rule**

1. The final and additional exam shall be conducted in written format. Taking into consideration the specifics of the course it may be include an oral examination components as well, in this case the test shall be considered as passed if the student shall receive for each component not less than 50% of the points established for such component (written oral). PhD

final semester exam format shall be established by the author/authors of the relevant training course.

1. Rule of assessment of a student`s achievement:

From maximal points	□Assessment	Assessment qualification
More than 91%	(A)»excellent“	positive
81 – 90%	(B) «very good“	positive
71 – 80%	(B) «good“	positive
61 – 70%	(D)»satisfactory“	positive
51 – 60%	(E) «sufficient“	positive
41 – 50%	(FX) «not passed“	negative
40% and less	(F) «fail“	negative

3. Assessment at the Master's entrance exams shall be managed by 100 - point system. (4.10.2013, # 111/2013);

4. If the evaluation of the course is made by several examiners, the final assessment shall be the average number of Arithmetic.

## Chapter VIII. Academic Degree Award

### Article 18. Academic Degree/Qualification Award

1. After graduation from certain stage of the University education a graduate shall be awarded the relevant academic degree/qualification. The academic degree/qualification shall be awarded by the relevant Faculty in accordance with the established procedures (22/02/2012, #13/2012);

2. The PhD academic degree shall be awarded by the Dissertation Council of the Faculty in accordance with the rules stipulated by the regulations on PhD.

### Article 19. Diploma/Certificate

1. The academic degree/qualification shall be evidenced by the Diploma signed by the Rector and the Dean of the University sealed with the University seal; the Diploma is issued with the standard annex;

2. Any person, who fails to complete any of the above levels, shall be given the appropriate certificate.

## **Chapter IX. Transitional and Final Provisions**

### **Article 20. Final Provisions**

1. The clause 2 of the article 13 of the present Regulation shall be effective from 2014-2015 academic (4.10.2013, # 111/2013);
2. The articles 8 and 10 of this Regulation shall enter force upon implementation of the relevant amendments to the Charter of the LEPL – Ivane Javakhishvili Tbilisi State University.

### **Article 21. Transitional Provisions**

1. Prior to the enactment of the clause 2 of the article 13 of this Regulation the tuition fee for a student in an additional semester shall be determined on the basis of the recommendation of the Dean, according to the disciplines credits or semester payments amount under the following rules :
  - a) in case of full completion of the educational program planned for the semester (30-40 credits) the semester fee for each stage shall be 1125 GEL;
  - b) in case if the tuition fee for the educational program is more than 1125 GEL, the student shall have maintained the mentioned tuition fee for the additional semester;
  - C) the tuition fee for certain course shall be calculated in compliance with the credit assigned to the subject and it shall amount to 40 GEL at all stages of the training (4.10.2013, #111/2013).