**TBILISI HUMANITARIAN TEACHING UNIVERSITY**

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| **Approved:** | **Resolution N01-2020 of the Academic Council of Tbilisi Humanitarian Teaching University Ltd** | **09.01.2020** |
| **As amended:\*** |  |  |
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**Rule of regulation of the educational process of**

**Tbilisi Humanitarian Teaching University**

**Article 1. General Provisions**

1. This rule defines the issues related to the administration of the educational process at Tbilisi Humanitarian Teaching University (hereinafter - the University).

2. It is mandatory for the academic and administrative staff of the University, as well as for students and other interested persons involved in the activities of the University.

**Article 2. Language of instruction**

Teaching at the University is conducted in Georgian, English and Russian.

**Article 3. Levels of teaching**

1. Higher education programs at the University are implemented at the following levels:

a) Bachelor Program;

b) One-step Program;

b) Master Program.

**Article 4. Educational structural units implementing the educational process**

1. The faculty is the main educational unit of the University, the structure and functions of which are defined by the regulations of the faculty.

2. The representative body of the faculty is the Faculty Council. The Faculty Council consists of 7 members. The Faculty Council is chaired by the Dean of the Faculty. 4 members of the Faculty Council are elected from the academic staff and 2 members from students of the Faculty. 4 members of the Faculty Council are elected by all members of the Faculty Academic Staff on the basis of direct, free and equal elections by secret ballot. Faculty students are elected by faculty students through direct, free, and equal elections by secret ballot. Elections are provided by Student self-governance.

3. Faculty Council:

a) Is authorized to determine the educational programs to be implemented at the Faculty;

b) Reviews and submits educational programs to the Academic Council for approval based on the approval of the Quality Assurance Service and the Dean of the Faculty;

c) Determines and submits to the Academic Council the financial-budget request of the Faculty;

d) Approves the strategic and action plan for the development of the faculty;

e) Develops the regulations of the Faculty (under the faculty structure) upon the recommendation of the Dean and submits it to the Academic Council for approval;

f) Is authorized, on the basis of improper performance of duties assigned to the Dean and / or implementation of activities unsuitable for the Dean, at the request of at least 2/3 of the members of the Faculty Council, to address the Rector on the issue of early termination of the authority for the Dean;

g) Carries out other authorities assigned to him / her by this regulation and the regulations of the Faculty.

**Article 5. Obtaining THU Student Status**

1. The results of the Unified National Examinations are the basis for obtaining the status of a student at the level of the Bachelor’s educational program, except for the cases defined by the legislation.

2. The basis for obtaining student status at the Master's level is the results of the master's exam, which includes the general master's exam and the exam (s) / interview (s) defined by the regulations of the relevant Faculty.

3. The University entrants / candidates for Master’s degree having the right to study without passing the Unified National Examinations / Common Master's Examinations will be granted the status of a student of THU in accordance with the rules established by law.

4. Obtaining the status of a student in a Georgian language educational program is allowed only on the basis of the results of general Azeri, Armenian, Abkhazian and Ossetian language tests for continuing education in the educational program of a bachelor's degree, medical doctor / dentist. Persons who are enrolled in a higher education institution without passing the Unified National Examinations in accordance with the rules established by the legislation of Georgia also are entitled to pass the above-mentioned educational program.

**Article 6. Administrative and academic registration**

1. Administrative registration is a prerequisite for passing the academic registration, which expresses the readiness of the student to participate in the learning process.

2. The terms of administrative and academic registration are determined by the order of the Rector.

2. Administrative registration is done 10 days before the beginning of the semester and lasts for 3 weeks. During the administrative registration, the student is obliged to pay at least a quarter of the semester tuition fee, otherwise the student will not be able to pass the academic registration and the administration reserves the right to suspend him / her a status of a student. The remaining fee must be paid - no later than the end of the 7th week, 1/2 of the semester fee -before the final exams - the semester fee must be paid in full.

3. Academic registration begins 1 week before the starting of the semester and ends 2 weeks after the beginning of the semester. During the academic registration, the student registers / selects the offered subjects through personal access to the university database. A student who has not passed the administrative registration will not be able to access the database and pass the academic registration.

4. The entrants enrolled in accordance with the legislation shall undergo administrative registration within the timeframe established for registration by the order of the Rector, when together with the required documents, they must submit a receipt confirming the payment of the full semester fee.

5. During the academic registration, the student selects the new courses of study provided by the program in the current semester or the subjects not passed in the previous semesters through personal access to the electronic learning database.

6. The curriculum of its educational program and the scheme of semester distribution of training courses are available in the electronic learning database for all students. The student is registered for the course in accordance with the curriculum.

7. Academic registration for a student participating in an exchange educational program within the framework of an exchange educational program means registration in a teaching or scientific-research component at a home university or partner foreign higher education institution under the legislation of the respective country and a higher education institution. The student participating in the exchange educational program continues to study at a partner foreign higher education institution in accordance with the rules established by the legislation of this country and the conditions defined in the contract (memorandum) of the foreign higher education institution with THU.

**Article 7. Student workload**

1. Credit - a unit that expresses the volume of work to be done by a student to master one subject, expressed in the time unit – hours, is used to evaluate students’ activities.

2. According to the credit system, a student workload during an academic year consists of average 60 credits and one credit comprises a student's study activity (student workload) of 25 astronomical hours, which is equal to 1500 astronomical hours of study activity during one academic year.

3. Student workload includes:

a) Attending lectures, working in a working group, practical training;

b) Independent training;

c) Professional practice;

d) Training and passing of exams;

e) Performance of research components;

f) Preparation and defense of a bachelor's thesis;

g) Preparation and defense of a master's thesis.

4. A student who has moved or regained his / her status (except for students suspended the status due to financial debt), who are not allowed to take more than 15 credits during the semester due to the studied and passed subjects, will pay the tuition fee according to the number of credits taken.

5. Credits are distributed among all components of the educational program. Credit reflects the number of work required to complete this or that component and achieve learning outcomes and includes both theoretical and practical work (contact hours) conducted by the student in an organized environment as well as individual work by the student (independent working hours).

6. Credit may not be calculated solely on the basis of the hours (contact hours) spent by the student in the study environment with the professors.

7. The student's annual workload should not exceed 75 credits.

8. The academic year is designed for 40 academic weeks, which includes the lecture period, final and additional exams.

9. The lecture period includes 16 weeks, which includes the audit activities defined by the educational components provided by the curriculum (lecture-seminars, practical and laboratory courses, midterm exams, consultations, presentations, etc.).

10. The academic year consists of two semesters. The duration of one semester is 20 study weeks, of which 16 weeks are for auditory lessons and midterm exams, 2 weeks for final exams and 2 weeks for additional exams.

11. The academic staff and the invited lecturer carry out the teaching and the evaluation of the students on the basis of the relevant educational program and the syllabus of the training course.

**Article 8. General description of the knowledge assessment system**

1. The University uses the European Credit Transfer and Accumulation System (ECTS) to reflect the academic load of each student in the learning process that the student needs to achieve the goals of the curriculum.

2. The system of assessment of students' knowledge provided by the educational programs of the University has been developed taking into account the requirements of the "Rule of calculation of higher education programs with credits" approved by the Order N3 of the Minister of Education and Science of Georgia of January 5, 2007.

**Article 9. Student Knowledge Assessment System**

1. Credit can be accumulated only after the student achieves the learning outcomes provided by syllabus, which is reflected in one of the positive assessments set forth in Article 4.7 (a) of the “Rules for Calculating Higher Education Programs with Credits” approved by the Order # 3 of the Minister of Education and Science of Georgia of January 5, 2007.

2. It is not allowed to assess the learning outcomes achieved by the student once - only on the basis of the final exam.

3. The assessment of the work done by the student during the training period should be include:

a) Midterm assessment;

b) Midterm exam;

c) Final exam.

4. Student assessment with the components provided by this regulation is carried out every semester.

5. The maximum assessment of the learning outcomes of the training course is 100 points.

6. Evaluation System of the University includes:

a). Five types of positive assessment:

a.a. (A) Excellent – 91% and more points out of the maximum evaluation

a.b. (B) Very good – 81-90% point out of the maximum evaluation

a.c. (C) Good – 71-80% points out of the maximum evaluation

a.d. (D) Satisfactory – 61-70% points out of the maximum evaluation

a.e. (E) Sufficient – 51-60% points out of the maximum evaluation

b) Two types of negative evaluation:

b.a) FX) Fail (did not pass) - 41-50 out of the maximum evaluation, which means that the student needs to work more and to retake the test after additional independent work;

b.b) (F) Fail – a student gets 40 points or less out of the maximum evaluation, which means that the work done by him/her is not enough and she/he has to retake the course from the beginning.

7. In case of FX evaluation in any component of the educational program, the University must hold an additional examination within not later than 5 days after the announcement of the results of the final examination. This obligation shall not apply to the dissertation, Master's project/thesis or other scientific project/paper.

8. In case of receiving the evaluation, provided by Article 9 (6) ("b") ("ba") for the scientific-research component of the educational program of the Master's program, the MA student is eligible to submit a revised scientific-research component during the following semester and in case of receiving the assessment provided by Article 9 (6) ("b") ("bb") the MA Student loses the right to submit the same scientific-research component.

9. The number of points obtained in the final assessment is not added to the grade obtained by the student on the additional exam.

10. The assessment obtained on the additional exam is the final assessment and is reflected in the final assessment of the educational program component.

11. In case of getting 0-50 points in the final grade of the educational component, taking into account the grade obtained on the additional exam, the student will be given a grade of F-0.

12. Upon receipt of a negative grade ((F) failed), the course may be re-studied in the following semesters. If it is necessary to create a separate group based on the number of students wishing to re-take the course, the student studies the subject with self-financing - according to the number of credits.

13. Student assessment during the study period is conducted throughout the academic semester. Accordingly, the student's final grade is the sum of the midterm grades and the final exam grades.

14. The right to take the final exam is given to a student who has accumulated at least 21 points in the midterm assessment.

15. The final exam out of 100 points of maximum evaluation of the training course may include a minimum of 30 and a maximum of 40 points. The final exam is considered passed if the student receives 50% of the score for the final exam.

16. The remaining points are distributed according to intermediate estimates according to syllabi.

17. The faculty is obliged, upon the student's request, in case of disagreement with the intermediate and / or final assessment, immediately, but no later than 24 hours after the application, to provide the student with the work done by him / her and corrected by the lecturer;

18. The student who has passed the midterm and final exams can be appealed by the student within 48 hours after receiving the information about the assessment by using the student's personal page electronically or by submitting a written application to the faculty coordinator;

19. The student's complaint is submitted to the Leading Lecturer (Corrector) for response within 24 hours of receiving the complaint;

20. The valuator is obliged to review the complaint within the next 24 hours after receiving the complaint and to make one of the following decisions by re-examining the examination paper:

a) does not satisfy the complaint;

s) satisfy the complaint in full (increase the score by the required amount);

c) satisfy the complaint in part (increase the score in part);

21. In case the assessment is changed by more than 3 points, the valuator is obliged to substantiate his / her decision in writing, where he / she must explain the reasons for the error with more than 3 points;

22. The decision of the valuator on the complaint is notified to the student immediately through the student's personal page;

23. In case the student does not agree with the decision made by the valuator, he / she is entitled to write an appeal in accordance with paragraph 18 of this article;

24. Within 24 hours of receiving an appeal, the Dean of the Faculty shall establish an Appeals Review Commission with at least 3 members, one of whom is the valuator, and the Chairman of the Appeals Commission may be ex officio: Dean of the Faculty, Deputy Dean, Head of Educational Program. The third member of the Appeals Commission must be a specialist of the profile in which the subject of the interim / final assessment is appealed;

25. The Appeals Commission shall take one of the decisions referred to in paragraph 20 of this Article by a majority of votes within 48 hours; No member of the commission has the right to abstain from voting;

26. The decision of the Appeals Commission is final and can no longer be appealed.

27. The decision of the Appeals Commission shall be notified to the student electronically through the student's personal page, and if he / she attends the session of the Appeals Commission, by announcing it at the session of the Appeals Commission. The announced decision will be reflected in the examination form.

28. A student has the right to take an additional exam if:

a) he/she has accumulated 41 to 51 points as a result of midterm evaluations and final exams;

b) he/she has gained 51 points or more on the results of midterm evaluations and final exams, but has not exceeded the minimum threshold of the final exam;

c) he/she missed the final exam for a good reason, presented the relevant evidence and obtained the consent of the Dean.

29. The final assessment of the student is reflected in the electronic database of the management of the learning process and in the subject sheet printed by the group. The form is signed by the course professor / guest lecturer and the dean of the faculty.

30. The level of academic achievement of a student at the University is determined by the points obtained in the study courses, as well as the equivalent of the mentioned points - the grade point average (GPA).

**Article 10. Intensive training course**

1. In case of a sufficient number of students (at least 3-5 students depending on the specifics of the subject), the University conducts an intensive course of study. Students have the right to take an intensive course in the following cases:

a) A student received a negative grade in the previous semester (s);

b) A student who has moved by mobility or regained his / her status, who has not passed a specific training course and it significantly hinders the possibility to choose the training courses in the following semesters;

c) A student who, due to an individual curriculum, is required to take a specific course.

2. The intensive training course is an integral part of the semester and is held within 3.5 weeks after the final exams.

3. Within the intensive course, the student has the right to pass a subject / subjects corresponding to not more than 7 credits.

4. All the study loads described in the syllabus are carried out within the intensive course.

5. The student completes the intensive training course with self-financing.

6. At the request of a group of students, it is possible to teach a course throughout the semester, which is not provided for in the curriculum in the current semester (parallel course).

7. The Rector decides on the appointment of an intensive course and a parallel course in accordance with the requirements received from the faculties.

8. The cost of the intensive course is calculated taking into account the number of credits of the training course, the cost of the credit is determined by the order of the Rector.

**Article 11. Suspension of student status;**

1. Suspension of the student status of Tbilisi Humanitarian University is carried out in accordance with the rules established by the Law of Georgia on Higher Education, Order N10 / N of the Minister of Education and Science of Georgia of February 4, 2010 and internal legal acts of Tbilisi Humanitarian University;

2. The grounds for suspension of the student status of Tbilisi Humanitarian University is the motion of the relevant faculty, on the following grounds:

a) academic leave granted to a student, on the basis of his / her own application, for a period not exceeding 5 years, in case of continuing study abroad - for a period of study abroad (except for study within the framework of an exchange educational program); study abroad must be documented, by semester:

b) Due to compulsory military service (confirmed by a relevant document);

c) In case of documented long-term illness;

d) Based on the student's application due to pregnancy, childbirth and child care;

e) In case of failure of administrative and / or academic registration, for the relevant semester;

f) In case of violation of the essential terms / conditions of the agreement on educational services between the student and Tbilisi Humanitarian Teaching University, including financial obligations (non-payment of tuition fees);

g) If the educational program implemented at THU is canceled or changed, the student of which is a person, with the provision of further education by the University, in accordance with the "Rule of providing further education to students of the relevant program in case of change or cancellation of the educational program";

h) To be criminally prosecuted before the judgment enters into force, only if a measure that prevents his/her participation in the educational process is imposed as a measure of restraint, or if he is in the penitentiary institution on the basis of a judgment that has entered into force;

i) For 4 academic weeks, in case of non-participation in the educational process;

j) In case of passing the compulsory educational discipline envisaged by the educational program for the third time, receiving a negative grade and not obtaining appropriate credits in the educational discipline, proposing to transfer to another educational program of THU and / or other HEI, in accordance with the “rule of providing further education for the students of the relevant program in case of changing or canceling the educational program";

3. 5 years after the suspension of the student status, Tbilisi Humanitarian Teaching University terminates the student status, unless otherwise provided by the legislation of Georgia.

4. During the period of suspension of a student status, the agreement on educational services between the student and Tbilisi Humanitarian University is suspended.

**Article 12. Termination of student status;**

1. Termination of the student status at Tbilisi Humanitarian Teaching University is carried out in accordance with the Law of Georgia on Higher Education, Order N10 / N of the Minister of Education and Science of Georgia of February 4, 2010 and in accordance with the internal legal acts of the Tbilisi Humanitarian University;

2. The grounds for termination of student status are:

a) Completion of the educational program at a given level;

b) Personal application;

c) Suspension of the status for more than 5 years during the period of study at Tbilisi Humanitarian University;

d) Carrying out actions incompatible with the status of a student in accordance with the internal regulations of Tbilisi Humanitarian University, the norms of ethical and disciplinary responsibility, followed by the procedures defined in accordance with the internal legal acts of Tbilisi Humanitarian Teaching University to terminate a student status;

e) Death or such notice by a court;

f) Other grounds defined by the legislation of Georgia.

3. Legal consequences of termination of the student status:

a) The legal consequences provided for in the legal act on termination of a student status shall be made twelve months after the issuance of the order. During this period of time the student status is considered suspended and the student is entitled to exercise the right of mobility.

b) In case of termination of a student status, its re-acquisition is allowed in accordance with the rules and terms established by law.

**Article 13. Restoration of student status**

1. A status suspended / terminated student is entitled to restore his / her student status on the basis of his / her own application and / or in case of elimination of the grounds for suspension of student status, in accordance with the rules and terms established by the legislation of Georgia, unless the grounds for termination of student status are incompatible with the regulations and internal regulations of Tbilisi Humanitarian Teaching University;

2. Student status is restored from the semester from which the student status was suspended / terminated;

3. Restoration of student status during the semester on the basis of a personal application will be allowed in case of elimination of the grounds for suspension of student status, if it is possible to achieve academic results within the current semester.

**Article 14. External mobility of a student;**

1. Transfer of a student from Tbilisi Humanitarian Teaching University and transfer of a student to the same university - mobility is carried out twice a calendar year before the beginning of the fall and spring semesters in accordance with the Law of Georgia on Higher Education, Order N10 / N of the Minister of Education and Science of Georgia of February 4, 2010 and in accordance with the internal legal acts of the University within the timeframes established by the legal acts of the Director of the LEPL "Education Management Information System".

2. Tbilisi Humanities Teaching University is authorized to register places of mobility according to levels and basic educational units or educational programs on the electronic portal.

3. At the request of the Faculty Councils, in accordance with the positive resolution of the Rector, the Quality Assurance Manager of the Quality Assurance Service will ensure the registration of student enrollment places on the LEPL "Education Management Information System" electronic portal, indicating the faculties and educational programs.

4. Mobility can be implemented within one level of higher education. For the purposes of this paragraph, the education program of a certified dentist is considered to be a program compatible with the educational program of the first level of academic higher education.

5. If the number of applications for mobility applicants at the educational program is more than the number of registered places, the appropriate number of students registered at the University will be eligible for enrollment in THU, in accordance with the rules established by the legislation of Georgia.

6. A mobility applicant who does not apply for enrollment in the THU within the time limit set by the THU, he/she loses the right to enroll in the educational program, except in cases provided by the legislation of Georgia.

7. THU, as the recipient HEI, submits to the LEPL "Education Management Information System" a draft legal act (order) for student enrollment, electronic version of related information in accordance with the form established by the individual administrative legal act of the director of the center, based on which the center verifies compliance with legislative requirements, registry and electronic portal data and issues a conclusion on the possibility of enrollment of the above students in the project by mobility. After receiving the positive conclusion of the Center on the draft order, the THU Rector's order on enrollment of the student will be issued and the order will be reflected in the register within 2 working days and will be sent to the Center within 3 working days.

8. Upon transfer from THU, on the basis of the conclusion of the LEPL "Education Management Information System", an order is issued to terminate the student status of a person entitled to enroll in another institution and within 1 week after the student's application, an order is issued, as well as an educational document and other documentation in the student's personal file. The university is authorized to keep a photocopy of the personal file of the student transferring to another HEI. The order on termination of student status and the electronic version of the information related to it shall be submitted to the Center by October 7 - in the fall or by March 7 - in the spring semester, in accordance with the form established by the individual administrative legal act of the Center Director.

**Article 15. Internal mobility**

1. A student of Tbilisi Humanitarian Teaching University has the right to change the educational program with internal mobility during the teaching period;

2. The internal mobility process is administered by Tbilisi Humanitarian Teaching University; the internal mobility is announced on the basis of the order of the THU Rector, in case of student applications for internal mobility;

3. The right to participate in internal mobility is given to the student in the manner and within the time period defined by the legislation of Georgia; A student has the right to participate in internal mobility even if he/she has his/her student status suspended at the moment of announcing internal mobility;

4. Internal mobility can be implemented within one level of higher education.

5. Recognition of student credits in the internal mobility process shall be carried out in accordance with the rules for the recognition of education / educational programs provided for in Article 8 of the same Rule.

6. Internal mobility is announced twice a year, before the start of the semester. After the completion of the internal mobility process, Tbilisi Humanitarian Teaching University is obliged to provide the results of internal mobility to the LEPL "Education Management Information System" within the timeframe established by the legislation of Georgia;

7. Transfer of a student to another educational program with internal mobility as a student is formalized by the order of the Rector.

**Article 16. Conformity of educational programs and the rule of recognition of education received during the study**

1. The relevant faculty council determines the compatibility of the learning outcomes received within the other educational program with the educational mobility offered by it and makes a decision on the recognition of the relevant credits. Credits received within the framework of the educational program on which enrollment and training were carried out in accordance with the rules established by the legislation of Georgia are subject to recognition; credits are recognized in accordance with the requirements established by the legislation of Georgia.

2. As a result of the substantive study, it is possible to determine the relevance of the training courses provided by the student and provided by the educational program of the THU Faculty of admissions:

a) Despite the difference in their names;

b) If the educational program implemented by the THU Faculty of admissions for the same course provides the same or less ECTS credit with a small difference than the program of the HEI from which the student is leaving;

3. It is allowed to recognize the course of study not provided by the educational program of Tbilisi Humanitarian Teaching University, within the framework of free credits provided by the educational program;

4. If a person wishing mobility has submitted to the University an educational program that has not been completed in accordance with ECTS / European Credit Transfer System /, the Board of the relevant (receiving) Faculty of the University is authorized to request the person wishing mobility to re-submit the educational program relevant to the ECTS / European Credit Transfer System or to calculate the student load with credits in accordance with the law and to transfer him/her in accordance with the following rules:

a) If the educational program is completed in astronomical hours, the total number of individual subjects is multiplied by 3 and divided by the equivalent of one credit in hours, ie 25. For example, if the subject load in astronomical hours is 60 hours, it is multiplied by x 3 and divided by 25: 60x3 / 25 = 7.2, rounded to 7 credits;

b) If the grade obtained by the student in another HEI corresponds to the 5-point system, he / she should be transferred to the 100-point grade system according to the following principle:

evaluation 5 / excellent / be considered conditional - A 91 (excellent) grade; evaluation 4 / good / conditionally considered as minimum - C 71 (good) grade; evaluation 3 / satisfactory / conditionally considered to be a minimum D 61 (satisfactory) grade;

c) The evaluation “passed" is transferred according to the following principle:

The total number of points obtained as a result of modification of the marks obtained on the exams with the 5-point assessment system (sum of digits) is divided by the number of these study disciplines and the obtained number is considered equivalent to the evaluation of the course completed "passed"; E.g. 81 (4) +91 (5) +71 (4) +71 (4) +91 (5) +81 (4) = 486/6 = 81 (B).

5. The credits of the higher education program on the basis of which the qualification was awarded, may not be recognized for the purposes of another educational program, except for the credits obtained within the educational program of the graduated specialist for the purposes of the bachelor's educational program.

6. Compatibility / relevance of the programs is made by a comparison act and a final motivated decision of the relevant (admission) Faculty Council, which indicates the compliance of the educational program completed by the student with the admission educational program, as well as the number of recognized compatible credits; the draft decision of the Faculty Council is subject to an agreement with the Head of THU Quality Assurance Service and the Head of the Educational Process Management Service, which is verified by their signature;

**Article 17. Completion of educational program and awarding of qualification**

1. The educational program is considered completed if the student accumulates the number of credits set for the program and completes the blocks provided by the curriculum:

a) Bachelor’s program - not less than 240 credits;

b) One-level educational program in dentistry - not less than 300 credits;

c) Master's program - not less than 120 credits;

2. Bachelor's degree will be awarded to a student with an indication of the relevant direction and / or field / specialty in case of accumulating at least 240 credits from the educational disciplines provided by the educational program.

3. Master's degree will be awarded to a student with the indication of the relevant direction, field / specialty and / or sub-field / specialization as a result of successful defense of the Master's thesis in case of accumulation of at least 120 credits from the educational disciplines provided by the educational program.

4. After mastering the proper number of compulsory training courses and credits established by the educational program, by the decision of the Faculty Council, the graduate is awarded the relevant qualification. The decision of the Faculty Council is signed by the Dean of the Faculty.

5. A cumulative GPA is calculated to determine the diploma category of the graduates of any educational program after the completion of the entire curriculum, according to which the University gives the graduates the following diploma confirming the completion of the educational program, together with the appendix in the sample established by the State:

a) Diploma with Honor - GPA 3.7 and above with a high level of competence and the ability to apply knowledge creatively;

b) Ordinary Diploma - Positive grade in all subjects and less than GPA 3.7.

6. If a student fails to accumulate the required number of credits within the time specified in the program, he / she may take an additional 4 semesters.

7. During the additional semester, the student pays the semester fee in full.

8. If a student is not able to accumulate the credits specified in the program in additional semesters, his / her student status will be terminated.

9. If a student fails to receive a positive grade three times in the same subject during his / her studies at the University, his / her student status will be terminated.

10. After passing each level of study, the person is awarded the relevant qualification and is given a diploma of the form approved by the Rector of the University and approved by the Ministry of Education and Science of Georgia, as well as the Ministry of Finance of Georgia, with its attachment.

**Article 18. Final Provisions**

1. Amendments to this rule may be made by order of the Rector.

2. The present document will be declared invalid upon the adoption of the new rule.