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	By decision of the Academic Council of the University of THU No. 5 dated March 25, 2025	

## **Rules regulating the educational process of Tbilisi Humanitarian Teaching University**

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

1. This Rule determines the issues related to the administration of the educational process at Tbilisi Humanitarian University (hereinafter referred to as the University).
2. It is mandatory for both the academic and administrative staff of the University, as well as students and other interested persons involved in the activities of the University.

### **Article 2. Language of Instruction**

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

### **Article 3. Levels of Instruction**

1. Higher education programs at the University are implemented at the following levels:
  - a) Bachelor's degree;
  - b) Single-level;
  - c) Master's degree.

#### **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 determined by the faculty regulations.
2. The faculty council is the representative body of the faculty. The faculty council is the representative body of the faculty. The faculty council of the faculty consists of academic personnel elected at the faculty (professor, associate professor, assistant professor, assistant). The faculty council is chaired by the dean of the faculty. The faculty council also includes 2 students nominated by the student self-government;

The faculty council:

- a) Is authorized to determine the educational programs that should be implemented at the faculty;
- b) Reviews educational programs based on the approval of the Quality Assurance Service and the Dean of the Faculty and submits them to the Academic Council for approval;
- c) Determines and submits the Faculty's financial and budgetary requirements to the Academic Council;
- d) Approves the Faculty's strategic and action plan for development;
- e) Develops the Faculty's regulations (with the faculty structure) upon the Dean's proposal and submits them to the Academic Council for approval;
- f) Is authorized, upon the request of at least 2/3 of the Faculty Council members, to apply to the Rector on the issue of early termination of the Dean's authority based on improper performance of the Dean's duties and/or implementation of activities inappropriate for the Dean;
- g) Exercises other powers granted to him/her by these regulations and the Faculty regulations.

#### **Article 5. Obtaining the status of a student at THU**

1. The basis for obtaining the status of a student at the level of a bachelor's degree educational program is the results of the Unified National Examinations, except for cases specified by law.

2. After the publication of the final results by the LEPL National Center for Assessment and Examinations, the entrant must apply to the university for registration within the established period.
3. The duration of the registration period and the list of documents to be submitted are determined by the order of the rector and are published on the university website.
4. An entrant may be enrolled in the university only upon presentation of a notarized copy or original of a document confirming complete general education recognized in accordance with the procedure established by law and a document confirming military registration by a person subject to military registration in accordance with the procedure established by law (in the case of boys).
5. Based on the registration and submission of relevant documentation, the Rector issues an order on the enrollment of applicants to the University and obtaining student status and concludes an educational service agreement with them. The Rector's unified act is issued no later than October 1 and is sent to the Ministry of Education, Science and Youth of Georgia within 15 days from the date of issuance.
6. After passing the administrative registration for the University's educational program, the student is obliged to undergo academic registration within the period specified by the Rector's order - to choose the courses of study provided for by the program.
7. Applicants/master's candidates who have the right to study without passing the Unified National Exams/Common Master's Exams will be granted the status of a student of the University in accordance with the rules established by the legislation.
8. Obtaining student status for a bachelor's/single-level educational program without passing unified national exams is possible based on the order of the Minister of Education, Science and Youth of Georgia, in the following cases provided for by the legislation of Georgia:
  - a) For foreign citizens and stateless persons who have received complete general education or its equivalent in a foreign country;
  - b) For Georgian citizens who have received complete general education or its equivalent in a foreign country and have studied the last 2 years of complete general education in a foreign country;
  - c) For foreign citizens (except for students participating in a joint higher education program and students participating in an exchange educational program) who are studying/have studied and

have received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of that country.

d) For citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program) who, during their studies at a higher education institution in a foreign country, lived in a foreign country for at least 75 days during one of the semesters and have received credits/qualifications in a foreign country at a higher education institution recognized in accordance with the legislation of that country.

9. The university is obliged to conduct an exam in accordance with the University's "Rules for Determining Language Competence" in order to determine the language proficiency of the educational program of the persons provided for in paragraph 1 of this Article.

10. The persons provided for in subparagraph "d" of paragraph 1 of Article 8 shall obtain the right to continue their studies at a higher educational institution upon successful passing of the general skills exam organized by the LEPL – National Center for Assessment and Examinations.

11. The rector of the university is obliged to enroll applicants who have the right to study without passing the unified national exams within one year in such a way as to ensure the admission of the person to the educational process and the achievement of learning results in accordance with the procedure established by law. The legal act of the rector of the university shall be reflected in the register of educational institutions;

12. 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) specified in the regulations of the relevant faculty.

13. Obtaining student status in the Georgian language training educational program is permitted only on the basis of the results of the general skills tests in Azerbaijani, Armenian, Abkhazian and Ossetian for continuing studies in the bachelor's degree, graduated physician/dentist educational program in accordance with the procedure established by the legislation. Persons who enroll in a higher educational institution without passing the unified national exams in accordance with the procedure established by the legislation of Georgia are also entitled to take this educational program.

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

1. Administrative registration is a prerequisite for passing academic registration, which expresses the student's willingness to participate in the educational process.

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

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

3. Academic registration begins 1 week before the start of the semester and ends 2 weeks after the start of the semester. During academic registration, the student registers/selects the offered subjects through personal access to the university database. A student who has not completed administrative registration will not have the opportunity to access the database and complete academic registration.

4. Entrants enrolled in accordance with the legislation undergo administrative registration within the period established by the order of the rector for registration, at which time, together with the established documents, they must submit a receipt confirming payment of the full semester fee.

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

6. The curriculum of his educational program and the semester distribution scheme of educational courses are available to all students in the educational electronic database. The student registers for the subjects to be taken in accordance with the curriculum.

7. Academic registration for a student participating in the THU exchange educational program within the framework of the exchange educational program implies registration for the educational or scientific-research component at the home university or at a partner higher educational institution of a foreign country, in accordance with the legislation of the relevant country and the rules established by the higher educational institution. A student participating in the exchange educational program continues his studies at a partner higher educational institution of a foreign country in accordance with the rules established by the legislation of this country and the conditions specified in the agreement (memorandum) signed by the foreign higher educational institution with THU.

## **Article 7. Student workload**

1. A credit is used to assess student performance – a unit that expresses the amount of work to be performed by a student to master one subject, expressed in a unit of time – hours.
2. In accordance with the credit system, a student's workload during one academic year includes an average of 60 credits, and one credit includes 25 astronomical hours of student learning activities (student workload), which corresponds to 1500 astronomical hours of learning activities during one academic year.
3. A student's workload includes:
  - a) Lecture attendance, work in a working group, practical training; b) independent training;
  - c) Professional practice; d) preparation 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 transferred or reinstated through mobility (except for students whose status has been suspended due to financial debt), whose educational program does not allow them to take more than 15 credits during the semester based on the subjects they have taken and passed, will pay tuition fees according to the number of credits taken.
5. Credits are distributed among all components of the educational program. A credit reflects the amount of work required to complete a particular component and achieve learning outcomes and includes both theoretical and practical work (contact hours) carried out by the student in an organized environment (contact hours) as well as individual work by the student (independent work hours).
6. Credit cannot be calculated solely based on the hours spent by the student in a learning environment with professors and teachers (contact hours).
7. The annual student workload should not exceed 75 credits.
8. The academic year is calculated for 40 academic weeks, which includes the lecture period, final and additional exams.

9. The lecture period includes 16 weeks, which includes classroom activities determined by the educational components provided for in the curriculum (lecture-seminars, practical and laboratory classes, midterm exams, consultations, presentations, etc.).

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

11. Academic staff, invited lecturers, carry out teaching and student assessment based on the relevant educational program and the syllabus of the study course.

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

1. In order to reflect the academic workload of each student in the educational process, which the student needs to achieve the goals of the study program, the University uses the European Credit Transfer and Accumulation System (ECTS).

2. The student knowledge assessment system provided for by the University's educational programs has been developed taking into account the requirements of the "Rules for Calculating Credits in Higher Education Programs" approved by Order No. 3 of the Minister of Education and Science of Georgia of January 5, 2007.

#### **Article 9. Intensive Course**

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

a) The student received a negative assessment in the previous semester(s);

b) a student who has transferred or has had his/her status restored, who has not taken a specific course of study and his/her absence significantly hinders the possibility of choosing courses of study in the following semesters;

c) A student who, based on his/her individual study plan, definitely needs to take a specific course of study.

2. The intensive course of study is an integral part of the semester and is held for 3.5 weeks after the final exams.
3. Within the framework of the intensive course, a student has the right to take no more than 7 credit-equivalent subject/subjects.
4. All the educational workload specified in the syllabus is carried out within the framework of the intensive course.
5. The student carries out the intensive course of study at his own expense.
6. At the request of a group of students, it is possible to carry out the teaching of a course of study that is not included in the curriculum for the current semester (parallel course) throughout the semester.
7. The decision on the appointment of an intensive course and a parallel course is made by the rector in accordance with the requirements received from the faculties.
8. The cost of an intensive course is calculated taking into account the number of credits of the course of study, the cost of a credit is determined by the order of the rector.

#### **Article 10. External mobility of a student**

1. Transfer of a student from Tbilisi Humanitarian University and transfer of a student to the same university - mobility takes place twice during the calendar year, before the start of the autumn and spring semesters, within the deadlines established by the Law of Georgia "On Higher Education", the Order of the Minister of Education and Science of Georgia No. 10/N of February 4, 2010 and the internal legal acts of Tbilisi Humanitarian University, as well as the legal acts of the Director of the LEPL "Education Management Information System".
2. Tbilisi Humanitarian University is authorized to register mobility places on the electronic portal by levels and main educational units or educational programs.
3. Based on the petition of the faculty councils, in accordance with the positive resolution of the Rector of THU, the Education Process Management Manager of the Quality Assurance Service ensures the registration of places for students enrolled on a mobility basis on the electronic portal of the LEPL "Education Management Information System", indicating the faculties and educational programs.

4. Mobility can be carried out within the framework of one level of higher education. For the purposes of this paragraph, the educational program of a graduate dentist is considered a program compatible with the educational program of the first level of academic higher education.

5. If the number of applications for mobility for an educational program exceeds the number of registered places, students corresponding to the number of places registered by the university will be entitled to enroll in THU, in accordance with the procedure established by the legislation of Georgia, by decision of the LEPL "Education Management Information System".

6. A mobility applicant who does not apply for enrollment at THU within the deadline established by THU loses the right to enroll in the educational program, except for cases provided for by the legislation of Georgia.

7. THU, as a receiving higher education institution, submits to LEPL "Education Management Information System" a draft legal act (order) on student enrollment, an electronic version of the information related to it in accordance with the form established by the individual administrative-legal act of the Director of the Center, on the basis of which the Center checks the compliance of the student's data reflected in the draft order with the legislative requirements, the data of the registry and the electronic portal and issues a conclusion on the possibility of enrolling the students indicated in the draft through mobility. After receiving a positive conclusion from the Center on the draft order, an order of the THU Rector on student enrollment through mobility and an order from the publication 2 It is reflected in the register within 1 working day, and sent to the "Center" within 3 working days.

8. When transferring from THU, an order is issued on the basis of the conclusion of the LEPL "Education Management Information System" on the termination of the student status of a person with the right to enroll in another institution, and an extract from the order is issued within 1 week from the student's application, as well as the educational document on the basis of which he was enrolled in THU and other documentation in the student's personal file. The university is authorized to retain a photocopy of the personal file of a student transferring to another higher education institution. The order on the termination of the student status and the electronic version of the information related to it are issued by the individual administrative-legal act of the Director of the Center.

#### **Article 11. Internal Mobility**

1. A student of Tbilisi Humanitarian University has the right to change the educational program during the period of study through internal mobility;
2. The internal mobility process is administered by Tbilisi Humanitarian University; internal mobility is declared based on the order of the Rector of THU, in case of student applications for internal mobility;
3. The right to participate in internal mobility is granted to a student in accordance with the procedure and within the time limit specified by the legislation of Georgia; a student has the right to participate in internal mobility even if his/her student status is suspended at the time of declaration of internal mobility;
4. Internal mobility can be implemented within the framework of one level of higher education.
5. In the process of internal mobility, the recognition of student credits is carried out in accordance with the rules for recognition of education/compliance of educational programs provided for in Article 8 of the same rule.
6. Internal mobility is announced twice a year, before the beginning of the semester. After the completion of the internal mobility process, Tbilisi Humanitarian University is obliged to provide the results of internal mobility to the LEPL "Education Management Information System" within the period established by the legislation of Georgia;
7. The transfer of a student with internal mobility to another educational program is formalized by the order of the rector.

**Article 12. Compliance of educational programs and the procedure for recognizing education obtained during the study period**

1. The council of the relevant faculty of THU determines the compatibility of the learning outcomes achieved by the person wishing to move within the framework of another educational program with the educational programs offered by it and makes a decision on the recognition of the relevant credits. The credits obtained within the framework of the educational program for which enrollment and training were carried out in accordance with the procedure established by the legislation of Georgia are subject to recognition; Credit recognition is carried out taking into account the requirements established by the legislation of Georgia.

2. As a result of the content study, it is possible to determine the correspondence of the courses taken by the student and those provided for in the educational program of the receiving faculty of THU:

a) Regardless of the difference in their names;

b) If for the same course the educational program implemented by the receiving faculty of THU provides the same or fewer ECTS credits with a small difference than the program of the higher education institution from which the student is transferring;

3. It is permissible to recognize a course that is not provided for in the educational program of Tbilisi Humanitarian University, within the framework of free credits provided for in the educational program;

4. In the event that a person wishing to be mobile has submitted to the University an educational program that has not been completed in accordance with ECTS/European Credit Transfer System/, the Council of the relevant (receiving) Faculty of the University is authorized to require the person wishing to be mobile to re-submit the relevant ECTS/European Credit Transfer System/educational program or, in accordance with the procedure established by law, to calculate the student's workload in credits and transfer it 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, i.e. by 25. For example, if the subject load in astronomical hours is 60 hours, it is multiplied by x 3 and divided by 25:  $60 \times 3 / 25 = 7.2$ , rounded up to 7 credits;

b) If the grade received by the student at another higher education institution corresponds to the 5-point system, it should be converted to the 100-point grading system according to the following principle: Grade 5 /Excellent/ shall be conditionally considered as an A 91 (Excellent) grade; Grade 4 /Good/ shall be conditionally considered as a minimum – C71 (Good) grade; Grade 3/Satisfactory/ shall be conditionally considered as a minimum D 61 (Satisfactory) grade;

c) The assessment is transferred to “passed” according to the following principle:

The total sum of the points obtained as a result of modifying the assessments received in the exams with a 5-point assessment system to a 100-point assessment system (the accumulated figure) is divided by the number of these academic disciplines and the resulting figure is considered

as the equivalent of the assessment of the completed educational course with “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, cannot be recognized for the purposes of another educational program, except for the recognition of credits received within the framework of the educational program of a graduate specialist for the purposes of the bachelor’s degree educational program.

6. The compatibility/correspondence of programs is formalized by a comparison act and a conclusion by a motivated decision of the relevant (receiving) faculty council of the THU, which indicates the correspondence of the educational program completed by the student with the receiving educational program, as well as the number of recognized/compatible credits; the draft decision of the faculty council is subject to agreement with the head of the THU Academic Affairs Service and the head of the Educational Process Management Service, which is verified by their signature.

### **Article 13. Completion of the educational program and awarding of a qualification**

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

a) for the bachelor's program - at least 240 credits;

b) for the single-level educational program in dentistry - at least 300 credits;

c) for the master's program - at least 120 credits;

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

3. A master's degree will be awarded to a master's student in the relevant direction, field/specialty and/or subfield/specialization upon successful defense of a master's thesis in the case of accumulating at least 120 credits from the educational disciplines provided for in the educational program.

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

5. To determine the diploma category of graduates of any educational program, the cumulative GPA will be calculated after the completion of the entire educational program, according to which the university issues graduates with the following diploma confirming the completion of the educational program, along with an appendix of the sample established by the state:

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

b) Ordinary diploma - positive assessment in all subjects and GPA less than 3.7.

6. In the event that a student fails to accumulate the required number of credits within the time specified by the program, he or she may take an additional semester of no more than 4 semesters.

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

8. If a student fails to accumulate the credits specified by the program in the additional semesters, his or her student status is terminated.

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

10. After completing each level of study, the person shall be awarded the appropriate qualification and shall be issued a diploma of the established form approved by the Rector of the University and agreed upon with the Ministry of Education and Science of Georgia and the Ministry of Finance of Georgia, with its appendix.

#### **Article 14. Final Provisions**

1. Amendments to the present Regulation may be made based on the decision of the Academic Council.

2. Upon the adoption of a new Regulation, the present document shall be declared invalid.