



საქართველოს ეროვნული უნივერსიტეტი სეუ  
GEORGIAN NATIONAL UNIVERSITY SEU

# GEORGIAN NATIONAL UNIVERSITY SEU

## The Rule for Regulating the Educational Process

**Approved by**  
the Rector's Order №212, April 15, 2021  
Updated by the Rector's order №663 of August 11, 2022

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## Chapter One General Provisions

### Article 1. General Regulations

1. The rule for regulating the educational process of Georgian National University SEU Ltd (hereinafter referred to as SEU) has been developed on the basis of the current legislation of Georgia and in accordance with the internal legal acts of SEU.
  2. The rule for regulating the educational process of SEU (hereinafter referred to as the rule) shall regulate the issues of obtaining, suspending, terminating, restoring a student status, mobility, recognition of education received during the study, evaluation of student learning outcomes, and other issues regarding the educational programs and the educational process carried out by SEU.
  3. SEU shall carry out the educational process in strict accordance with this Rule, the educational programs approved by the Academic Council, and the relevant syllabi of its constituent educational components.
  4. SEU shall carry out Bachelor's and Master's degree programs, as well as a Certified Medical Education Program.
  5. Georgian and English shall be the languages of instruction for the SEU educational programs. Teaching in a foreign language, except for individual study courses, shall be allowed, if it is provided by an international agreement or agreed with the Ministry of Education and Science of Georgia.
  6. The data of the student contingent of SEU and the corresponding changes shall be registered in the Register of Higher Education Institutions of the LEPL Education Management Information System in accordance with the Order №127/N of the Minister of Education and Science of Georgia of July 22, 2011 on "Approval of the Rules for Processing the Register of Educational Institutions".
  7. Important information related to the educational process shall be published on the official SEU website: [www.seu.edu.ge](http://www.seu.edu.ge).
  8. The official means of communication between students and SEU shall be the Electronic Learning Management System: [emis.seu.edu.ge](http://emis.seu.edu.ge), through which SEU shall send and receive correspondence/information to students. Correspondence/information sent personally by SEU to the student through the electronic system shall be considered as received/submitted.
  9. The student shall be obliged to regularly check the correspondence/information received on his/her page in the electronic system and to take it into account in the learning process.
  10. No later than one month after the beginning of each new academic year/semester, SEU shall hold informational meetings with newly enrolled students, where they shall be provided with information on the rules of regulation of the educational process at SEU, Code of Ethics and other regulations related to carrying out the educational programs.
  11. This rule shall be binding on the academic and visiting staff, students and staff involved in the implementation of the SEU educational process.
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## Chapter 2

### Obtaining, Suspending, Terminating, and Restoring the Student Status

#### Article 2. The Notion of the Student Status

1. A student is a person who, on the basis of the Law of Georgia on Higher Education and in accordance with this Rule, is enrolled and studying in SEU to complete the Bachelor's, Master's or a Certified Medical Education Program.
2. A person with a certificate of complete general education or a degree equivalent to it, based on the results of the Unified National Examinations or without it, mobility shall have the right to be admitted to Bachelor's, or a Certified Medical Education Program in full accordance with the Georgian legislation and this Rule.
3. A person with at least a Bachelor's degree or an academic degree equal to it shall have the right to study for a Master's degree program, based on the results of the General Master's Exams, with mobility or without passing the General Master's Exams, in accordance with Georgian legislation and this Rule.

#### Article 3. Acquisition of Student Status on the Basis of the Unified National Examinations for the Bachelor's/One-step Medical Education Programs

1. A person with a full general education certificate or equivalent document issued in Georgia, who has obtained the right to enroll in SEU and has been registered on the basis of the results of the Unified National Examinations, shall have the right to study at the Bachelor's/Medical Education Programs.
  2. Registration shall be a mandatory process taking place after the publication of the final results of the National Exams by the National Center for Assessment and Examinations within a reasonable time and shall include two stages:
    - a) First stage:** the entrant, who has gained the right to study in the educational program of SEU based on the results of the Unified National Examinations, must go through electronic registration on the following page: [abi.seu.edu.ge](http://abi.seu.edu.ge), where they shall upload the application (special form) and electronic versions of required documents;
    - b) Second stage:** the entrant must submit the mandatory documents for the student status on the spot.
  2. The documents to be submitted for obtaining student status shall include:
    - A) ID card (copy);
    - B) the original or a notarized copy of the document certifying complete general education;
    - C) a copy of the document certifying military registration (only for persons subject to military registration in accordance with the rules established by law);
    - D) electronic version of the photograph (3X4);
    - E) in case of a minor - a copy of the ID card of the legal representative / parent.
  3. Information on the registration deadlines for entrants and the list of documents to be submitted shall be approved by the order of the Rector and published on the SEU website on the day the Rector's order enters into force.
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4. Based on the registration results and submission of relevant documents, the Rector shall issue a single act (order) on the enrollment of students in SEU and conclude a contract with them (in the case of a minor - legal representative).
5. The Rector's order on obtaining the status of a student shall be issued no later than October 1 of the relevant academic year and shall be sent to the Ministry of Education and Science of Georgia, and the data on enrolled students shall be entered in the Register of Educational Institutions.
6. An entrant, who is included in the ranking document but does not register within the established period and therefore cannot be included in the Rector's order, shall be entitled to apply for enrollment in SEU from the issuance of the Rector's order until June of the following year.
7. The Rector shall be obliged to issue an order on the enrollment of the persons provided for in paragraph 6 of this Article within one year in such a way as to ensure the admission of the person in the educational process and achieve the learning results in accordance with the rules established by law. The rector's report shall be sent to the Ministry of Education and Science of Georgia within 15 days of its publication. Enrollment in this way shall preclude the possibility of using the obtained state education grant.
8. The Department of Student Affairs shall be responsible for organizing the registration of entrants, obtaining registration documents and preparing information for the draft student enrollment order, and the Registry and Case Processing Service shall be responsible for the information to be entered in the register.

#### **Article 4. Obtaining the Student Status on the Basis of The Unified Master's Exams for the Master's Degree Program**

1. A person with at least a Bachelor's degree or an equivalent academic degree who has obtained the right to continue his/her studies in a master's degree program based on the results of the Unified Master's Exams program and has passed the internal exams appointed by SEU (specialty and foreign language proficiency ones) shall have the right to study for the Master's degree program.
2. Only a Master's candidate who has successfully passed the minimum competency level established by the legislation of Georgia and has passed the registration shall be eligible to participate in the internal examinations set by SEU.
3. In order to pass the internal examinations, the registration of Master's degree candidates shall be carried out at SEU within a reasonable time established by the act of the Rector.
4. Information on the registration deadlines and the list of documents to be submitted shall be approved by the Rector's order and published on the SEU website on the day the Rector's order enters into force.
5. The person wishing to enroll in the Master's program must submit an application to the Rector (filled in a special form) and attach the following documents to the Rector within the time limit set for registration:
  - A) ID card (copy);
  - B) Original or notarized copy of the Bachelor's degree or equivalent academic degree

document (it is possible to submit a certificate issued by the institution on the award of a Bachelor's degree, temporarily / within a reasonable time);

C) A copy of the document certifying the presence of military registration (only for persons subject to military registration in accordance with the rules established by law);

D) Electronic version of the photograph (3X4);

E) General Master's Exam Card / General Master's Exam Results (print from the site - [www.naec.ge](http://www.naec.ge));

F) International Certificate of Foreign Language Competence (B2 level) (if any).

6. Based on the registration results, SEU shall ensure that the internal entrance exams are organized. The subject matter of the internal master exams shall be determined by the relevant faculty and published on the SEU website within a reasonable time.

7. A candidate for a master's degree, carrying a relevant international foreign language competence will be exempted from the foreign language exam.

8. Master's degree candidates who have passed the internal examinations (exceeded the minimum competency threshold), shall be sent a notification on behalf of the SEU and/or the list should be published on the website (with full compliance of personal data protection) or other within three days after the completion of the examinations. After the announcement of the results of the internal examinations, the Master's candidate can appeal the results within three days from the publication. If any, the complaints of the Master's candidates shall be reviewed by the Claims Board (the composition being approved by the order of the Rector) and a decision shall be made whether the complaint is satisfied or not, no later than two working days after receiving the complaints.

9. After the completion of the appeal procedures, the names of the candidates for enrollment in the Master's Degree shall be made available, who, based on the results of the General Master's Examination and the internal examinations of the SEU, shall have the right to continue their studies in the relevant Master's degree program.

10. Enrollment in the Master's program shall be made by a joint act of the Rector, which shall be issued on the basis of the ranking document prepared according to the results of the General Master's Exam and the SEU internal exams and after signing a contract with the Master's candidate.

11. A Master's candidate who fails to sign a contract shall not be enrolled in SEU and be replaced by the next candidate according to the number of points accumulated in the ranking document.

12. The Rector's act on enrollment of students in the Master's program shall be reflected in the special electronic program of the LEPL National Center for Assessment and Examinations within the timeframe established by law.

13. The Department of Student Affairs shall be responsible for organizing the registration of candidates for master's degree, obtaining registration documents and preparing relevant information, and the Registry and Case Processing Service shall be responsible for the information to be entered in a special electronic program.

## **Article 5. Obtaining the Student Status Without Passing the Unified National/Master's Examinations**

1. Obtaining the status of a student without passing the Unified National Examinations for the Bachelor's or Medical Education programs of SEU shall be allowed in accordance with the rules and within the timeframe established by the Ministry of Education and Science of Georgia:

A) For foreign citizens and stateless persons who have received a full general or equivalent education in a foreign country;

B) For citizens of Georgia who have received full general or equivalent education in a foreign country and have studied in a foreign country for the last 2 years of full general education;

C) For foreign citizens (except for students participating in a joint higher education program and students participating in an exchange education program) who are studying/have studied and received credits / qualifications in a higher education institution recognized in a foreign country 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 have lived in a foreign country for at least 75 days during a semester while studying at a foreign higher education institution and have received credits / qualifications at a higher education institution recognized in accordance with the legislation of that foreign country.

2. Obtaining the student status in the educational program of the Master of Science and Technology without passing the General Master's Exams shall be allowed in accordance with the rules and within the timeframe established by the Ministry of Education and Science of Georgia:

A) For Master's degree candidates who have received a document certifying the academic degree of higher education in a foreign country;

B) For foreign citizens (except for students participating in a joint higher education program) who are studying / have studied and have received credits / qualifications in a Master's degree at a higher education institution recognized in a foreign country in accordance with the legislation of that country;

C) For the citizens of Georgia (except for the students participating in the joint higher education program and the students participating in the exchange educational program) who are living /have lived, are studying/have studied for a period of time defined by the Ministry of Education and Science of Georgia (living in a foreign country means staying in a foreign country for at least 75 days per semester) and have received credits/qualifications in a Master's degree at a higher education institution;

D) For Master's degree candidates who have been enrolled in a higher education institution without passing the Unified National Examinations in accordance with the procedure established by Paragraph 3 of Article 52 of the Law of Georgia on Higher Education;

E) For foreign citizens who have obtained the right to continue their education in a higher education institution of Georgia before the enactment of the Law of Georgia on Higher Education and have a document certifying higher education issued by the state in Georgia.

3. The persons referred to in paragraphs 1 and 2 of this Article shall apply to the Rector for

written consent in order to continue their studies at SEU.

4. The persons referred to in paragraph 1 of this Article shall attach to the application:

- A) a copy of the citizenship document;
- B) a copy of a full general or equivalent education certificate obtained in a foreign country;
- C) Copy of credits/qualification document obtained in a foreign higher education institution for persons who are studying/have studied and have received credits in an institution recognized in accordance with the legislation of that foreign country.

5. The persons referred to in paragraph 2 of this Article shall attach to the application:

- A) a copy of the citizenship document;
- B) a copy of the document certifying the credits obtained in the Master's degree of a foreign higher education institution / a copy of the document certifying the relevant higher education qualification issued by a higher education institution recognized by a foreign country;
- C) copies of the qualification document obtained in Georgia: diploma and diploma attachment for Master's candidates: C.A.) who have been admitted to a higher education institution without passing the Unified National Examinations in accordance with Article 52, Paragraph 3 of the Law of Georgia on Higher Education; C.B.) for foreign citizens who have obtained the right to continue their studies at a higher education institution of Georgia before the enactment of the Law of Georgia on Higher Education and have a document certifying higher education recognized by the state in Georgia.

6. The documents provided for in paragraphs 4 and 5 of this Article, which have been drawn up in a foreign language, must be translated into Georgian and certified by a notary. A copy of the citizenship certificate must be attached to the application of the stateless person instead of the citizenship document.

7. Based on the review of the application submitted by the persons referred to in Paragraphs 1 and 2 of this Article for continuing their studies at SEU, SEU shall conduct an interview to determine the language proficiency of the entrant/student/master's candidate wishing to study without the Unified National Examinations. Access to the video recording of the interview must be available for the Ministry of Education and Science of Georgia.

8. In case of a positive result of the interview, a written consent of the Rector on the possibility of admitting the entrant/student/master's candidate to the relevant program shall be issued to the vacancy within the total number of SEU students.

9. Applicants/students/master's candidates shall be allowed to study in SEU without passing the Unified National Examinations/General Master's Exam on the basis of an individual administrative-legal act of the Ministry of Education and Science of Georgia, sent to SEU.

10. The Rector shall be obliged to issue an order on the enrollment of the persons provided for in paragraph 9 of this Article within one year in such a way as to ensure the admission of the person in the educational process and achieve the learning outcomes in accordance with the rules established by law. The relevant order of the Rector shall be reflected in the register within the timeframe established by law.

11. Obtaining the documentation of persons wishing to enroll without passing the Unified National Examinations/General Master's Examinations and organizing the relevant procedures shall be the responsibility of the Department of Student Affairs for Georgian citizens, and in the

case of foreign citizens - the International Relations Service.

## **Article 6. Suspension of the Student Status**

1. Suspension of student status shall be considered as dismissal from carrying out rights and duties between SEU and the student without termination of student status.
2. The grounds for suspension of student status are:
  - A) personal statement (without stating the reason);
  - B) financial debt;
  - C) failure to register (administrative; academic);
  - D) pregnancy, childbirth, child care or deterioration of health;
  - E) studying in a higher education institution of a foreign country, except for studying within the framework of an exchange educational program.
3. The grounds for suspension of status for foreign students, except those provided for in paragraph 2 of this Article, shall include violation of the conditions provided for in the Annex to the Resolution N572 of the Government of Georgia of September 10, 2020 on "Determining the Conditions and Rules for Health and Accident Insurance of Foreign and Stateless Students on the Territory of Georgia" in particular, the non-submission of the insurance policy.
4. Student status shall be suspended on the basis of financial debt in case of violation of the tuition fee payment agreement established by the agreement between SEU and the student.
5. The maximum term of suspension of student status shall be 5 years. A person suspended from student status shall enjoy the right to internal and external mobility.
6. 5 years after the suspension of the status, the person shall have the student status and have the right to enjoy the right of mobility for one year after the termination of the status.
7. It shall be inadmissible to suspend student status for a student participating in an exchange educational program who has left Georgia within the framework of an exchange educational program.
8. Suspension of student status shall be formulated by the order of the Rector and the relevant information shall be reflected in the register within the period established by law. The change of status information in the electronic learning process management system shall be considered to be the delivery of the relevant order to the student.

## **Article 7. Termination of the Student Status**

1. The grounds for termination of student status shall be the following:
    - A) personal statement (without stating the reason);
    - B) completion of the relevant educational program;
    - C) transfer to another higher education institution;
    - D) expiration of the 5-year term from the suspension of student status;
    - E) death;
    - F) violation of the Code of Ethics.
  2. The status of a student may be terminated on the basis of a breach of the Code of Ethics through disciplinary proceedings and in the event of a serious breach of gross, intentional
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nature and the breach being accompanied by a threat / negative consequence for SEU, its staff, other students or third parties.

3. Termination of student status shall be formalized by a reasoning order of the Rector and shall cause the termination of the contract with the student.

4. The legal consequences provided by the legal act on termination of student status shall be made twelve months after the issuance of the Rector's order. During this period of time, the student status shall be considered suspended and the student shall be entitled to exercise the right of mobility, unless the grounds for termination of student status are incompatible with the charter of the host institution.

5. In case of termination of student status, its re-acquisition shall be allowed in accordance with the rules established by law.

6. SEU shall ensure the termination of student status in the register within the timeframe established by law.

### **Article 8. Restoration of the Student Status**

1. Suspended status for a student can be restored within 5 years after the suspension of the status, at the personal statement of the student, after the elimination of the circumstances that led to the suspension of the student status.

2. If a student is suspended from the status during the semester, the status shall be restored if the grounds for suspension are annulled and academic results can be achieved within the current semester, exceeding the minimum competency threshold for intermediate assessment specified in Article 17, paragraphs 4 and 5 of this Rule.

3. In case different from paragraph 2 of this article, the student shall be restored to the status of the next semester by undergoing the administrative registration and the academic semester of the relevant educational program shall be determined by defining the compatibility of the credits with the very program in accordance with Article 12 of this Rule.

4. It shall be inadmissible to reinstate a person who has had his/her student status terminated for violating the Code of Ethics and/or in cases defined by law.

5. The restoration of student status shall be formalized by the order of the Rector and the restoration of student status shall be reflected in the register within the timeframe established by law.

## **Chapter 3**

### **Mobility and Recognition of Education Received During the Study Period**

#### **Article 9. The Rule for Student Mobility**

1. Enrollment of students in SEU, according to the rules of mobility, shall be carried out in compliance with the order №10/N of the Minister of Education and Science of Georgia of February 4, 2010 on "Approval of the Rule of Transfer from a Higher Education Institution to another Higher Education Institution".

2. The process of student mobility (transfer from one higher education institution to another)

shall be administered by the LEPL Education Management Information System (hereinafter referred to as the Management System).

3. A person, whose enrollment in the institution has been carried out in accordance with the rules established by law and be a student of the institution wishing to register for mobility on the electronic portal, shall have the right to mobility.

4. A person provided for in paragraph 3 of this Article, who has suspended his/her student status at the moment of registration on the electronic portal, shall also have the right to mobility. Also, a person who has successfully passed the Unified National Examinations but is unable to apply to the institution indicated in the ranking document approved by the LEPL National Center for Assessment and Examinations, as the institution was liquidated without a legal successor, has lost its authorization, was restricted to admitting students, or the educational program is no longer operating.

5. Mobility can be carried out within the one step of higher education. For the purposes of this paragraph, integrated Bachelor's and Master's degree programs of the diploma medical / dental, teacher training, and Master's veterinary education shall be considered to be the first-step educational programs of academic higher education. Mobility from vocational education program to undergraduate education program shall not be allowed.

6. The right to mobility shall be allowed to a student after one year of studying at the relevant level of higher education. The period of study shall not include the time during which the person had suspended student status, unless the institution was liquidated without the determination of a legal successor, the institution lost its authorization, or the educational program of the institution is no longer functional.

7. Student mobility can be carried out twice during a calendar year (except for extraordinary mobility) within the time period established by an individual administrative-legal act of the head of the management system.

8. The individual administrative-legal act of the head of the management system, for the administration of the student mobility process, shall establish the following:

- A) Deadline for electronic submission of the number of student places to be accepted by the institutions through mobility;
- B) Deadline for registration on the electronic portal of persons wishing mobility;
- C) Deadline for electronic submission of draft legal acts of institutions on persons enrolled through mobility in the information system of higher education management.

9. SEU shall be authorized to electronically submit the information required by law within the period established by the individual administrative-legal act of the head of the management system, which shall also include the additional precondition for admission to the educational program.

10. The applicant for mobility shall be registered on the electronic portal. The mobility applicant can choose no more than five educational programs and make a choice in accordance with the principle of priority.

11. The right to mobility shall be granted to a student only in the educational program to which he/she has passed:

- A) the subject(s) within the framework of the Unified National Examinations, established

by Article 6, Paragraph 2 and/or Paragraph 8 of the “Regulations for Conducting the Unified National Examinations” approved by the Order №19/N of the Minister of Education and Science of February 18, 2011, and for the students who passed the Unified National Examinations in 2020 and beyond;

B) the General Master’s Exam test type.

12. Paragraph 11 of this Article shall not apply to those students who have passed the Unified National Examinations by 2020, as well as to those students who have not passed the General Master’s Examination test type.

13. The mobility applicant shall be eligible to enroll in the SEU educational program in accordance with the rules established by law.

14. The applicant for mobility shall be obliged to check the results of mobility on the electronic portal and in case of a positive answer, must apply to SEU for enrollment within the time period specified by the order of the Rector. The application of the person entitled to mobility in SEU must be accompanied by a copy of the educational document on the basis of which he/she was enrolled in the institution, a study card (mark sheet) and copies of other documents in the student's personal file.

15. A person entitled to mobility, who fails to apply for enrollment in SEU within the established period, shall lose the right to enroll in the relevant educational program, except in cases provided by law.

16. In order to prepare a draft order on the enrollment of students through mobility, SEU shall provide a reasoned decision on the recognition of education received by a person entitled to mobility during the study period in accordance with Article 12 of this Rule and notify the student to act in his or her own interest, either to agree or reject mobility in writing.

17. In accordance with paragraph 16 of this Article, following the consent of the person entitled to mobility in SEU, SEU then shall develop and enter the draft of the Rector's Unified Act on Student Mobilization in SEU and related information into the management information system (according to the established form), after which the management system shall verify the compliance of the student data reflected in the draft of the Rector's order with the established requirements, the Higher Education Management Information System and e-portal data, and issues an electronic report on the mobility of students enrolled in the project. The management system is authorized to request additional information as well.

18. After receiving a positive conclusion from the management system on the possibility of enrollment of students in the management system, the Rector's order on enrollment of students in SEU shall be issued before the first semester of autumn or the first semester of spring in March. The order shall be reflected in the Higher Education Management Information System within 2 working days from its publication.

19. List of documents to be submitted by students enrolled in SEU with mobility should include:

- Copy of ID card;
- Study card (properly certified);
- Complete general education certificate (certificate) or its notarized copy;
- Notarized copy of the bachelor's degree program (diploma) (for only persons enrolled in the master's program);

- Notarized copy of the document certifying the recognition of education received in a foreign country (if any);
- A copy of the document certifying military registration (for only Georgian citizens subject to military registration);
- Copy of all legal acts defining student status;
- Certified copy of the removal order from the issuing institution;
- Electronic version of the photograph (3X4).

20. The Department of Student Affairs shall be responsible for obtaining the documents of persons wishing to enroll in mobility and organizing the relevant procedures.

21. Deans of the faculty, program managers and staff of the Department of Student Affairs shall be obliged to advise interested students on mobility issues.

### **Article 10. Mobility Transfer to Another Higher Education Institution**

Within the time limits of mobility established by the individual administrative-legal act of the head of the management system, the student shall apply to the Department of Student Affairs with a request to provide a copy of the documents required for mobility.

2. The Department of Student Affairs shall prepare copies of the relevant documents and deliver them to the student no later than three working days after the application.

3. The Rector's order on termination of the status of students transferred from SEU to another higher education institution shall be issued on the basis of the Higher Education Management Information System, and an excerpt from the order shall be issued within 1 week of the student's application as well as an educational document and other documents in the student's personal file, on the basis of which he/she was enrolled in SEU. Before receiving the specified documents, the student shall be obliged to repay financial and/or other debts (if any).

4. The order on termination of the student status and the electronic version of the related information shall be submitted to the management system by October 7 in the autumn semester or by March 7 in the spring semester in accordance with the form established by the individual administrative-legal act of the head of the management system.

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

1. A student who has been enrolled and studies in an educational program of SEU, including a student who has suspended his/her student status, shall have the right to internal mobility.

2. Internal mobility in SEU is announced twice a year. Internal mobility terms shall be determined by the order of the Rector. Extraordinary internal mobility may be announced or internal mobility deadlines may be changed by order of the Rector.

3. Internal mobility can be implemented within one step of higher education. For this purpose, the educational program of a certified physician shall be considered as a first step educational program.

4. A person wishing internal mobility / restoration shall apply to the Rector through the Educational Process Management System (emis.seu.edu.ge).

5. In the process of carrying out the internal mobility, the compliance of student data with the

prerequisites for enrollment in the admission educational program should be checked.

6. The right of internal mobility shall be granted to a student only in the educational program to which he/she has passed:

A) the subject(s) within the framework of the Unified National Examinations established by Article 6, Paragraph 2 and/or Paragraph 8 of the “Regulations for Conducting the Unified National Examinations” approved by the Order №19/N the Minister of Education and Science of February 18, 2011 for those students who passed the Unified National Examinations in 2020 and beyond;

B) The General Master’s Exams test type.

7. Paragraph 6 of this Article shall not apply to those students who have passed the Unified National Examinations before 2020, as well as to those students who have not passed the General Master Exams type test.

8. In order to prepare a draft order on the enrollment of students through internal mobility, SEU shall prepare a reasoned decision on the recognition of education received during the study period of a person entitled to internal mobility in accordance with Article 12 of this Rule and notify the student to act accordingly, either agree with or reject the internal mobility in writing.

9. Enrollment of a student with internal mobility from one educational program of SEU to another educational program shall be made available by the order of the Rector and the relevant information shall be reflected in the register. Internal mobility results shall be entered to the management system within two weeks of completion.

10. The Department of Student Affairs shall be responsible for the registration / documentation of persons wishing internal mobility and the organization of relevant procedures, and the Office of Registry and Case Processing shall be responsible for the information to be entered in the register.

11. Deans of the faculty, program managers and staff of the Department of Student Affairs shall be obliged to advise interested students on internal mobility issues.

## **Article 12. Recognition of Education Received During the Study Period**

1. Credits received within the educational program of another institution in Georgia, which was enrolled and taught in accordance with the rules established by law, shall be subject to recognition by SEU.

2. Recognition of education received abroad, higher education received by persons enrolled in licensed educational institutions, refugees and internally displaced persons, as well as persons educated in liquidated or discontinued educational institutions who are unable to certify their qualifications shall be recognized under the Order 98/N of the Minister of Education and Science of Georgia of October 1, 2010.

3. Learning outcomes (including the ones achieved within one qualification) within the educational program of the relevant level of academic higher education may be recognized for the purposes of another educational program of the same level.

4. In case of continuing education in the bachelor's/graduate medical program of SEU, the credits accumulated by the certified specialist (professional higher education) can be considered for the purposes of obtaining the academic degree of bachelor / certified physician.

A graduate specialist must be enrolled in SEU in accordance with the rules established by the legislation of Georgia in order to study for the bachelor's / certified medical education program.

5. Recognition of credits of the educational component completed within the framework of another educational program shall be based on its compliance with the curriculum of the educational program of SEU, for the purposes of which, the compatibility of the learning outcomes achieved as a result of passing the educational component shall be determined.

6. In determining the compatibility of the achieved learning outcomes, compliance with the educational program chosen by the student in the SEU and compliance with the European Credit Transfer and Accumulation System (ECTS) should be taken into account.

7. If the goals and learning outcomes of the learning component passed by the student are compatible with the goals and learning outcomes of the learning component in the curriculum of the relevant educational program of SEU, they shall be recognized.

8. Credits of a course / component taken by a student under another educational program, the equivalent of which is not offered under the relevant educational program of SEU, but the objectives and learning outcomes of the course are compatible with the objectives and learning outcomes of the educational program, shall also be subject to recognition.

9. Recognition of a course / component shall be based on its syllabus analysis. In the absence of a syllabus, the name, volume and other additional information of the course / component shall be taken into account, indicating the learning outcomes achieved within the course / component.

10. If the number of credits of the educational component passed by the student in another educational institution is less than the number of credits of the relevant educational component in the educational curriculum of SEU, the decision on eligibility shall be made on the basis of their substantive study.

11. If the number of credits of the course / component taken by the student in another educational institution exceeds the number of credits of the relevant course / component in the curriculum of the SEU program, the number of credits shall be recognized as provided by the curriculum of the SEU educational program.

12. If a course / component taken by a student at another educational institution is recognized within the free component provided by the SEU educational program, as many credits shall be recognized as the course / component involves, provided by the student. If the number of such credits exceeds the number of free credits provided by the SEU education program, the normalized number of free credits provided by the SEU education program shall be recognized while the remaining credits shall be a subject to conditional recognition. That is, it shall not determine the total number of credits, however, it will be reflected in the educational process management system ([emis.seu.edu.ge](http://emis.seu.edu.ge)) and will be recorded in the diploma appendix (above the amount of credits established by the program).

13. If the student's educational program at another institution used a different credit system, SEU may request the student to submit an official document indicating the system's compliance with the ECTS system or to calculate the student's credit load in accordance with the following rules:

A) If the presented transcript indicates the volume of subjects taken by the student in

astronomical hours, the number of hours of a separate subject must be multiplied by 3 and divided by the equivalent of one credit in hours i.e. 25. For example, if the load on an object in astronomical hours equals to 60 hours, it shall be multiplied by 3 and divided by 25:  $60 \times 3 / 25 = 7.2$  and rounded to 7 credits;

B) The transfer of a 5-point evaluation system to a 100-point system should be carried out according to the following principle:

- Excellent (5) = 91 points (A)
- Good (4) = 71 points (C)
- Satisfactory (3) = 61 points (D)

C) If a student has taken a so-called "Differentiated Count", then it should be recognized in accordance with the principle of conditional transfer from a 5-point system to a 100-point system (according to the table above);

D) The so-called "Count" should be recognized by rounding the arithmetic mean of the points obtained by the student in all subjects to a whole number in accordance with the principle of conditional transfer from a 5-point system to a 100-point system, which should be defined as a conditionally assigned score.

14. In order to recognize the learning outcomes achieved within the curriculum of the relevant level of academic higher education, a student enrolled in SEU shall apply to the Rector and attach the following documents:

A) Certificate issued by the LEPL National Center for Education Quality Development on the recognition of education received and enrollment in accordance with the law (if necessary);

B) A certified copy of the document certifying higher education: diploma and diploma attachment (in the absence of an attachment - a study card);

C) Certificate of enrollment, study, qualification and issuance of a diploma in the higher education institution awarding the qualification with the relevant documents issued and certified by the higher education institution granting the qualification (if necessary);

D) Descriptions / syllabi of educational components, issued by the qualifying higher education institution (if necessary).

15. In case of submission of the documents specified in Article 14 of this Article, the Rector shall establish a Recognition Commission by order, the composition of which shall be determined individually taking into account the specifics of the program and the submitted documents.

16. The recognition of the education received by the student within the framework of another educational program must be confirmed by a conclusion signed by the head of the relevant educational program (the commission, if available), which shall indicate the compliance of the educational program completed by the student with the educational program of SEU and the number of credits recognized. If a student needs to complete an additional semester(s), they should be notified in advance.

17. The Department of Student Affairs shall be responsible for organizing the procedures / documentation provided for in this Article.

### **Article 13. Rule for Providing Further Education in case of modification or cancellation of the educational program**

1. In the case of a change and/or cancellation of the educational program, the student's right to free choice must be protected.
2. In case of cancellation of the educational program, Georgian National University SEU is obliged to inform the students before the cancellation of the program and provide students with information regarding authorized higher education institutions in Georgia, mobility, and relevant educational programs implemented by them.
3. If the SEU does not implement an educational program compatible with the canceled program, it will facilitate the transfer (mobility) of the students to other higher education institutions within the timeframe of the set mobility established by the individual administrative-legal act of the head of the LEPL Education Management Information System and within the framework of the memorandums signed with another higher education institution.
4. If an educational program compatible with the canceled educational program is implemented in the SEU, in case of cancellation of the program, the student has the opportunity to choose between internal or external mobility.
5. In case of a change in the educational program, SEU ensures compatibility between the existing educational program and the learning components provided by the modified educational program for each student. If required SEU offers the student an individual educational program. It is noteworthy that the student participates in the program development process as well.
6. In case of change or cancellation of the educational program, the student can continue his / her studies in a modified educational program or an educational program compatible with the canceled educational program, with credits recognized under Article 12 of this Rule.

## **Chapter IV. The learning process**

### **Article 14. Terms of the learning process**

1. The terms of the study process are determined at the beginning of each academic year by an academic calendar approved by the order of the SEU Rector and are published on the official SEU website.
2. The academic year consists of two - autumn and spring semesters, including (holidays) not exceeding 12 consecutive calendar months.
3. The duration of one semester includes the sum of the study weeks, the period of conducting an additional examination(s), and assessment of student achievement on additional examination(s).
4. The academic week is a 6-day period of time from Monday to Saturday, which divides the student's study load and includes a combination of both contact and independent activities.
5. One academic hour equals 60 minutes and includes auditorium load - 50 minutes, break - 10 minutes.
6. As a rule, the study process does not take place during the holidays defined by Article 30 of the Labor Code of Georgia.



7. The terms of the study process can be changed according to the needs, for which the rector will issue a legal act.
8. Depending on the specifics of the program and the individual curriculum of the student, the terms of the additional summer semester may be determined according to the rector's order.

### **Article 15. Administrative and academic registration**

1. To be involved in the study process, before the beginning of each new academic year/semester, the student is required to complete administrative and academic registration, the terms of which are determined by the rector's order.
2. Passing the administrative registration means paying the tuition fee according to the schedule defined in the contract with the student, which is a precondition for academic registration. Without administrative registration, a student will not be able to complete academic registration.
3. Academic registration implies registration for the study courses through the electronic learning process management system (emis.seu.edu.ge). In the system, the curriculum and syllabus of the educational program are available to the student.
4. In the process of academic registration, the student has the opportunity to formulate an individual curriculum according to his / her interests and abilities. The student is free to choose the learning components, implementing staff, and the group. Registration for the learning component is restricted in case of non-compliance with the admission requirements for a particular learning component.
5. If the student does not pass the administrative registration within the set time, he/she is obliged to apply to the SEU (from emis.seu.edu.ge), where the substantiated reason for non-registration will be indicated, otherwise, the procedure for suspension of student status may enter into force. In this case, the student may, as an exception, be granted the right to complete academic registration without going through administrative registration, unless otherwise decided at that time.
6. Modification/cancellation/addition of the educational component is allowed within two weeks from the beginning of the study process unless otherwise decided by that time.
7. The prerequisite for opening a study group is at least 12 students. Exceptions are made by the decision of the rector, taking into account the specifics of the course/component and the student's curriculum.

### **Article 16. Credit system**

1. The European Credit Transfer and Accumulation System (ECTS) operates in the SEU.
2. Credit is a unit that expresses the required study load for a student expressed in units of time - hours and which can be obtained after the achievement of learning outcomes.
3. The credit is distributed among the components defined by the educational program and includes the contact and independent hours required for the learning outcomes to be achieved with the specific component. Credit can not be calculated by contact hours only.

4. Contact hour refers to the time specified for the student's educational activities, which is realized with the involvement of the staff implementing the educational program component, while the independent hour is the time specified for the student's educational activities, which does not include the involvement of the staff implementing the educational program component.
5. The student academic study load is the time required to achieve the learning outcomes defined by the educational program. The student academic study load is based on independent and contact hours.
6. In SEU, the student workload includes 60 credits or 1500 hours during one academic year, and one credit equals 25 hours.
7. The student is entitled to accumulate no more than 40 ECTS credits during one semester. The number of credits to be acquired by a student in an additional summer semester should not exceed 15 ECTS credits, and during one academic year no more than 75 ECTS credits. This rule does not apply to a student of a graduate medical education program. (*Order №663 as of 11.08.2022*).
8. The graduates of the medical doctor educational program can earn more than 60 credits per year, but the total number of credits added above 60 within the duration set by the program should not exceed 15 credits in total.
9. The course component is one semester. The learning component with the same content, volume, and learning outcome for students of all programs includes an equal number of credits.
10. Credits are distributed according to the abilities of the student with average academic achievement.

## **Article 17. Student Assessment System**

1. In each learning component of the program, student assessment includes two forms of assessment -mid-term and final assessment.
2. Each form of the assessment includes the assessment component/components, which includes the assessment method/methods, and the assessment method/methods are measured by the assessment criteria, which are written in the syllabus of the relevant program and are available to all students at the beginning of the semester; in the electronic system of the learning process - emis.seu.edu.ge.
3. In each educational component of the undergraduate and graduate education program, to determine the final grade of the student, out of the total grade of the grade (100 points), 60 points are allocated to the intermediate grade and 40 points to the final grade. The intermediate and final assessment has a minimum level of competence, which is determined by the syllabus of the relevant component. The exception is established taking into account the peculiarities of the specific program/educational component, in accordance with the requirements established by the current legislation of Georgia.
4. In each study component of the medical doctor educational program out of the total grade point average (100 points), 60 points are assigned to the midterm grade and 40 points to the final grade to determine the student's final grade. At the same time, both the intermediate and

the final assessment have a minimum competency threshold - 50% of the interim/final assessment.

5. For the final assessment of the student's learning outcomes, passing the final exam is mandatory.

6. A student will be admitted to the final exam if he / she has reached the minimum competency threshold for the midterm assessment.

7. Before the final exam, a student may be allowed to recover a missed midterm assessment component (midterm exam) if there is an objective reason and he/she has received permission based on the application sent through the electronic system (emis.seu.edu.ge).

8. For granting credit, the student's final grade is determined by summing the scores obtained based on exceeding the minimum threshold set for the midterm grade and the minimum threshold set for the final exam; which must be at least 51 points or more.

9. The assessment system allows:

**A) Five types of positive assessment:**

a.a) (A) Excellent - 91-100 points of the assessment;

a.b) (B) Very good - 81-90 points from maximum marks;

a.c) (C) Good - 71-80 points from maximum marks;

a.d) (D) Satisfactory - 61-70 points from maximum marks;

a.e) (E) Sufficient - 51-60 points from maximum marks.

**B) Two types of negative assessment:**

a) (FX) Did not pass - 41-50 points from maximum marks, which means that a student needs harder work to pass and is granted one additional attempt with independent work;

b) (F) Fail- 40 points and less from maximum marks, which means the performance a student is not sufficient and he/she has to learn the subject from the beginning.

10. A student who failed to score 51 points or failed to pass the minimum competency threshold set for the final exam; will be admitted to the additional exam if he/she has accumulated at least 41 points.

11. The student is allowed to take the additional exam once, not less than 5 days after the announcement of the final exam results.

12. The number of points a student obtains in the final assessment is not added to those on additional examination.

13. Assessment of the additional examination is concluding and will be reflected in the final assessment of the educational program component.

14. According to the result of an additional exam, assessment of a student is F-0 point if he/she obtains 0-50 points in the final evaluation of the educational component.

15. The assessment of the achievement of the learning outcomes of each learning component of the educational program is completed in the same semester in which it was conducted.

16. The assessment of the master's thesis of the scientific-research component of the educational program of the master's program is carried out once - with a final evaluation. The master's thesis must be evaluated in the same or the following semester, when the student completes the work on the thesis, according to the evaluation system defined in paragraph 9 of this article.

17. In case of receiving the grade provided for in sub-paragraph "b.a" of paragraph 9 of this article, a master's degree student will be entitled to submit the completed scientific-research component within the subsequent semester, but, in case of obtaining the results considered under the subparagraph "b.b" of the subparagraph "b" of this rule, the student loses the right to present the same scientific-research component.

18. Student assessment is reflected in each component of the program in the electronic learning process management system (emis.seu.edu.ge), where the assessment sheet reflects the current mid-term assessments, final and / or additional exam results. The electronic system automatically summarizes the student's current academic achievement scores, admits them to the final and / or re-examination (taking into account the set minimum competency threshold) and issues the final grade. The assessment sheet reflects all the assessments each student has accumulated during the semester. The student can control his / her own assessments in the system at any time.

### **Article 18. General rules for conducting examinations**

1. Exams are held in written and/or oral form, according to the syllabus of the course/component.
2. Written examinations are conducted electronically at the SEU Examination Center - with a personalized computer for each student.
3. The student completes the exam task by computer, which is given following the course syllabus, in the form of open or closed and/or mixed type tests.
4. The oral exam is conducted by the academic/invited staff implementing the study component. The oral test is conducted in the language of implementation of the component.
5. The results of the test conducted electronically are visible for the student upon completion of the test.
6. The results of the exam will be reflected in the electronic system emis.seu.edu.ge, no later than 5 calendar days after the exam, depending on the format of the exam.
7. The rules of student appearance/absence at the exam, student behavior at the exam, appealing exam results, and other necessary procedures related to the examination are determined by the rules of conducting the examination process for the bachelor's, one-level, and master's degree programs of the SEU. Information is available to students on the website and in the electronic learning management system emis.seu.edu.ge.
8. The examination center organizes and conducts the examinations (both on the SEU campus and in the regional centers), and the observers follow the procedures established during the examinations.

### **Article 19. The procedure for appealing the assessment received by the student within the framework of the educational program**

1. The student has the right to send a reasoned complaint regarding any component of the assessment through the electronic learning process management system emis.seu.edu.ge.

2. No more than 5 days are set for the consideration of the received complaint, during which the head of the relevant educational program reviews the complaint together with the lecturer to whom the complaint relates and/or with another lecturer conducting the same training course (if necessary).
3. The student will be notified/sent the decision made as a result of the review of the complaint in the electronic system - emis.seu.edu.ge.
4. If the student is not satisfied with the decision made as a result of his / her appeal, he/she has the right to appeal this decision within 2 days after receiving the answer. In this case, the appeal is submitted to the dean of the relevant faculty, who forms an appellate committee of at least 3 members. The lecturer to whom the complaint relates should not be a member of the appellate committee.
5. The decision made as a result of the review of the appellate committee shall be sent to the student within 3 days after the appeal through the electronic system emis.seu.edu.ge.
6. The student has the right to appeal the decision made by the appellate committee in court, in accordance with the rules established by the legislation of Georgia.

#### **Article 20. Average Student Assessment Rate (GPA)**

1. The GPA is an integral part of a student's knowledge assessment system.
2. The student's Grade Point Average (GPA) is calculated by multiplying the evaluation, obtained by the student in every subject of the educational program, to the credits of that subject. The product of multiplication of the subjects and credits is summed up and divided by the total number of the credits of the taken subjects.
3. GPA is calculated only in those courses in which the student has received a positive grade (A, B, C, D, E). The FX and F scores are equal to 0 in the GPA calculation. Students' semester GPA is calculated to get the ranking data, at which time the negative grades are also summarized.
4. The relative share for calculation of the Grade Point Average is:
  - A (91-100) = 4
  - B (81-90) = 3
  - C (71-80) = 2
  - D (61-70) = 1
  - E (51-60) = 0.5

#### **Article 21 - Awarding an academic degree and a higher education certificate (diploma)**

1. Upon completion of the higher education program, the graduate is awarded the relevant academic degree/qualification.
2. The student is awarded a bachelor's degree in case of accumulation of credits (not less than 240 ECTS) provided by the relevant educational program and thorough fulfillment of the requirements set by the program.

3. The student is awarded a master's degree in case of accumulation of credits (not less than 120 ECTS) provided by the relevant educational program and thorough fulfillment of the requirements set by the program.
4. The student is awarded the academic degree of a medical doctor with not less than 360 ECTS credits provided by the one-level educational program of a medical doctor; the academic degree awarded as a result of passing the 360-credit educational program of a medical doctor is equal to the master's academic degree.
5. The academic degree is awarded by the faculty board, based on which the rector orders the termination of the student status of the program graduates and the issuance of a diploma (A **certificate of higher education**) in the form prescribed by law.
6. "Diploma with Honors" will be awarded if the average cumulative GPA of a student's grades after completion of the relevant program is 3.8 or higher. Besides, the student must have received at least a "B" grade in all courses/components of the program. In all other cases, an ordinary diploma will be issued.
7. An academic degree awarded by SEU is confirmed by a diploma and the diploma supplement signed by the Rector and the Dean of Faculty with the university seal.
8. The diploma is issued to the holder based on presenting an identity card (passport).
9. The diploma can be issued to the representative of the diploma holder, in case of submission of the letter of attorney and the identification document (passport) of him/her.
10. The diploma holder / representative confirms the fact of receiving the diploma by signing the diploma registration journal.
11. If the diploma is lost or worn to an extent that is not usable anymore, a duplicate can be issued upon the application of the graduate.

## **Article 22. Duration of Educational Process and additional semester/semesters**

1. The duration of study in the educational program is defined as standard by:
  - A) for undergraduate programs - 8 semesters;
  - B) for master's degree programs - 4 semesters;
  - C) For the medical doctor educational program - 12 semesters.
2. The duration of study in the educational program does not include the time when the student had suspended status.
3. A student who has not obtained the relevant academic degree within the timeframe provided by the educational program is entitled to complete the educational program during the following semester / semesters through self-financing.
4. In the additional semester / semesters, the student's tuition fee is determined in accordance with the rules for calculating the fee for additional educational services

## **Article 23. Additional Summer Semester**

1. In order to overcome the educational program, students are given the right to use the additional summer semester at the end of the academic year, after the final exams of the spring semester (during the holidays).
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2. The additional summer semester represents an additional means of teaching the course (s) defined by the SEU educational programs.
3. The student has the right to participate in the course/component of the additional summer semester in the following cases:
  - A) A student received a negative grade in the previous semester (s);
  - B) A student who has moved or regained his / her mobility, who has not passed a specific course/component, and his / her passing significantly hinders the possibility of choosing courses in the following semesters;
  - C) According to the need of the student's individual curriculum;
4. *Removed (Order №663 as of 11.08.2022);*
5. *Removed (Order №663 as of 11.08.2022);*
6. The educational course/component implemented within the additional summer semester is conducted taking into account all the academic study loads that are written in the syllabus.
7. During the additional summer semester, the student studies on a self-funded basis and his / her tuition fee is determined in accordance with the rules for calculating the fee for additional educational services.

## **Chapter V. Individual educational program**

### **Article 24. Individual educational program and the rules of its development**

1. An individual study program (plan) is a document prepared for a student with special educational needs that helps him / her to achieve the results provided by the educational program.
2. A person with special educational needs is an individual characterized by physical, mental, speech, visual and hearing impairments, emotional development disorder, or a person who requires a long-term medical/hospital treatment.
3. Special educational needs are considered to be a limited capacity in the learning process or learning difficulties faced by the student which cannot be overcome without special assistance.
4. An individual educational plan may be offered:
  - A) For students with motor, visual or auditory impairments, for whom it is impossible to participate in the lecture / practical / examination processes in the form prescribed by the program;
  - B) For students with health problems who are unable to engage in the contact activities provided by the program;
  - c) For detained students (accused, convicted) who are unable to come to the SEU and engage in contact activities, in cooperation with the relevant state structures, within the limits established by the legislation of Georgia;

- d) For students who, due to their stay in a foreign country or another social status, are unable to participate in the activities provided by the curriculum within the timeframe set by the academic calendar.
5. The student, during the period of enrollment or study is entitled to apply to the SEU with a request to develop an individual educational program in person or through an authorized representative.
6. At the request of the student, the head of the relevant program, together with the implementers of the program, develops an individual educational plan.
7. Representatives of relevant health, social or other services, whose special knowledge is important for the full consideration of the student's needs, may be involved in the development of an individual curriculum.
8. An individual education plan, depending on the specific case, may include, but is not exhausted by, the following modifications of the educational process:
- A) For students with motor disorders - Transferring seminar and exam assignments into an oral format, with the participation of a lecturer;
  - B) For students with visual impairments - assistance in auditing visual material, with the participation of a lecturer or a librarian, as well as the modification provided for in subparagraph "a" of this paragraph;
  - C) For students with auditory disorders - to ensure the transfer of lecture material in visual format and the transfer of seminar-examination material in audio format, using readers, lecturer's outlines and other visual aids;
  - D) For students who are unable to participate in the contact process - by receiving the lecture in the form of electronic video communication, and by providing the examination process remotely, with appropriate supervision;
  - E) Students who are unable to carry out the activities considered by the program within the terms stipulated in the academic calendar are allowed:
    - Ea) Submitting the examination and seminar process before the deadline set by the SEU academic calendar;
    - E.b) Late submission of the examination and seminar process to the deadline set by the academic calendar of the SEU - only for those students who, due to force majeure, were unable to participate in this process during the period specified in the academic calendar.
9. The individual educational plan should define the necessary resources / actions for its implementation.
10. An individual education plan is submitted for review and approval to the faculty board.

## **Article 25. Incomplete workload of teaching-learning**

1. Based on the goals of the student's individual educational program, the SEU is authorized to implement the teaching-learning process with an incomplete workload within the framework of master's educational programs.



2. Incomplete teaching-learning mode means the student's study load with a total of independent and contact hours of not more than 25 hours per week.
3. In determining the incomplete teaching-learning load, one academic year includes an average of 30 (ECTS) credits.
4. Due to the peculiarities of teaching - learning courses, it is possible to teach them in the format of curation.
5. The course of the teaching process in the mode of incomplete teaching-learning load is reflected in the syllabus of the relevant study course.

## **Chapter VI. Tuition fees and additional service fees**

### **Article 26. Tuition Fee**

1. The tuition fee for the educational program is determined by the order of the rector and is reflected in the agreement signed between the SEU and the student.
2. The tuition fee is covered according to the terms of the contract; following the schedule and amount agreed with the student. The schedule of this agreement is attached to the contract and is an integral part of it.
3. The agreement on the individual tuition fee payment with the student excludes the possibility of enjoying the financial benefits established by the SEU.
4. Tuition fees for students with state funding (state education grant, state education social grant, local self-government funding, etc.) shall be paid in the amount of the remaining tuition fee, taking into account the state funding, in accordance with the rules established by this article.
5. In case of suspension of student status, the student is entitled to request only the return of the tuition fee paid in advance above the payment schedule (standard schedule) stipulated in the contract or save on the student's tuition fee balance, which will be included in the tuition fee.

### **Article 27. Additional educational services. Loan fee**

1. Additional educational services are considered to be services provided by the student above the planned annual workload (60 credits) provided by the educational program, but not more than 75 credits per year, in the additional semester of the chosen course of fall, spring and / or summer.
2. The fee for additional educational services is determined by the value of the number of credits awarded by the program for the study course / component chosen by the student. The cost of one credit is calculated by dividing the annual tuition fee for the respective program by 60, ie by dividing the number of planned annual workload credits.
3. For re-passing the course / component of the course chosen for the standard duration of study in the educational program (in case of receiving a negative grade), one credit fee shall

be set at 50% of the fee set forth in paragraph 3 of this article. This does not apply in case of passing an additional semester.

## **Chapter VII. Student rights and duties**

### **Article 28. Student rights**

1. All SEU students are equal before the universally recognized norms and principles of the Georgian and international law. It is prohibited to discriminate against a student in any way.
2. A student shall be entitled to:
  - a) to get high quality education;
  - b) to make use of the university's material and technical, library, information and other resources in accordance with the procedures envisaged by internal regulations and provisions of the university;
  - c) to elect a representative and be elected to the student self-government, also the representative bodies of the Faculty and University.
  - d) to establish freely and/or join student organizations in accordance with the rules established by the legislation of Georgia;
  - e) to evaluate the performance of academic staff from time to time;
  - f) To appeal the interim and / or final assessments received in the components of the educational program in accordance with the rules established by the SEU;
  - g) to execute other powers envisaged by Georgian Legislation and this statute

### **Article 29. Student duties**

The duties of student are:

- a) To observe obligations originating from the mutual agreement between the student and university;
- b) To comply with the academic requirements set by the educational program;
- c) To comply with the SEU code of ethics, this rule and other regulatory acts;
- d) To protect and take care of the university property;

## **Chapter VIII. Final Provisions**

### **Article 30. Final Provisions**

1. The rule is approved by the rector's order and is valid upon approval.
2. Any changes to the rule should be in line with Georgian legislation and must be approved by the order of the rector.

3. An issue that is not defined within this very document will be regulated according to Georgian Law “On Higher Education” and other regulations of the SEU.