



less than 10 calendar days after the publication of information on the registration of entrants on the official website of the institution.

4. Admission of an entrant to the University may be carried out only after submitting a notarized copy of the document certifying full general education recognized in accordance with the law, a document certifying military registration by a person subject to military registration in accordance with the law and additional documents specified by the President.

5. After the registration of the entrants and the submission of the relevant documents to the University, the President of the University enters into an educational service agreement with them and issues an order on the enrollment of entrants at the University and granting student status. The Presidential act shall be issued no later than October 1 and shall be sent to the Ministry of Education, Science, Culture and Sports of Georgia within 15 days of its publication.

6. An entrant who is included in the document of ranking by coefficients of the respective year, but could not be included in the Presidential uniform act within the period specified in paragraph 5 of this Article, shall be included in the Presidential uniform act within the period specified in paragraph 5 of this Article.



accordance with the rules established by the legislation of Georgia. In order to obtain the status of a student of the master's educational program, the University sets an internal university examination (interview) in the relevant specialty and an examination (testing) in English.

2. A candidate for a master's degree will be eligible to participate in the examination / examinations (interview, testing) defined by the University if he / she exceeds the minimum threshold established by law in at least three of the four components of the general master's examination test.

3. In order to pass the exam / exams (interviews, tests) determined by the University, the registration of master's degree candidates is carried out in the manner determined by the order of the President of the University and within the established time. The duration of the registration period for master's candidates may not be less than 5 calendar days from the publication of the Presidential Order on the Registration of Master's Candidates on the official website.

4. The Presidential Order on the Registration of Master's Candidates and the results of the examination / examinations (interview, testing) determined by the University shall be published on the official website of the University. A candidate for master's degree is entitled to submit a claim for the results of the exam / tests (interview, testing) within the time limit set by the University. Persons who have participated in the assessment of master's degree candidates do not participate in the consideration



D) for citizens of Georgia (except for students participating in a joint higher



C) 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 their studies at a foreign higher education institution and have received credits / qualifications under foreign law, accordingly recognized as a Master of Higher Education Institution;

D) for m



3. The student applies to the President of the University with a request to suspend the status no later than one month after the start of the study process, after which he / she loses the right to use the tuition fee for the next semester.
4. 5 years after the suspension of student status, a person has his / her student status terminated, except in cases provided by law.
5. The University shall ensure that information on the suspension of student status



H) number of credits;

I) number of places for students to be admitted through mobility;

J) Additional preconditions for admission to the educational program;

K) Note (additional / other information provided by the institution).

2. The source of the data referred to in subparagraphs "a", "c", "f" of paragraph 1 of this Article shall be the data reflected in the higher education management information system and shall be filled in automatically, and the information provided for in subparagraphs "b", "g", "i" of the same paragraph shall be reflected by the University.

3. The Education Management Information System, after verifying the information provided for in paragraph 1 of this Article, shall, if necessary, identify the deficiency and determine the timeframe for the elimination of the deficiency or confirm the accuracy of the information and post the confirmed data on the electronic portal. Failure by the institution to rectify the deficiency within the timeframe set by the Education Management Information System is the basis for refusing to register places for mobility.

Article 14. Registration of Mobility Applicants

1. The student will obtain the status of a mobility applicant after registering on the electronic portal of the Education Management Information System and paying the fee provided by law.



2. If, according to the first paragraph of this Article, two or more students have entered the last competition place, the University shall enroll them in the respective educational program. In this case, the number of places added will be deducted from the number of student places to be admitted to the University in the following academic year.
3. The mobility applicant shall obtain the right to enroll in the educational program of the relevant institution in accordance with the priorities registered by him / her on the electronic portal, in accordance with the rules established by Paragraphs 1 and 2 of this Article.
4. A unified list of persons who have expressed a desire to enroll in the relevant educational program of the institution is published on the electronic portal of the Education Management Information System.

Article 16. Enrollment of a student in the university through mobility

1. After the publication on the electronic portal of the Education Management Information System, the mobility applicant shall apply to the Georgian American University for enrollment. The application must be accompanied by an educational document on the basis of which the person was enrolled in the institution and copies of other documents in the student's personal file.
2. The applicant for mobility, who does not apply to the University for enrollment within the deadline set by him / her, loses the right to enroll in the mentioned educational program, except for the cases provided by the legislation.
3. The University determines the compatibility of the learning outcomes achieved by the person wishing to access mobility with the offered educational programs within the framework of another educational program and makes a decision on the recognition of the relevant credits.
4. The University shall submit to the Education Management Information System a draft legal act for student enrollment and an electronic version of the information related to it in accordance with the form established by the individual administrative-legal act of the Center Director and within the timeframe established by it, after which, the Center checks the compliance of the student data reflected in the draft order of the institution with the legislation of Georgia, the register and the electronic portal data and issues a conclusion on the possibility of mobility enrollment of students to indicated in the draft legal act;



5. The University is authorized to determine the preconditions for enrollment of students in bachelor, master and doctoral educational programs, which means to determine the compatibility of the knowledge and skills of the mobility applicant with the educational program. Lack of this compatibility will be a ground for refusing to enroll a person with mobility.
6. Recognition is made in the form of a conclusion, which indicates the compliance of the educational program completed by the student with the relevant program of the Georgian American University, as well as the number of recognized credits.
7. Based on the conditions provided by this rule and the consent of the student wishing for mobility, the University will develop a draft presidential order on enrollment of students with mobility.
8. The University reflects the draft presidential order on student enrollment and



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

Article 18. Internal mobility

1. Internal mobility at the university is announced twice a year.

2. The University is authorized to declare extraordinary internal mobility, in accordance with the rules established by it, in case of refusal or revocation of the accreditation of the educational program or in case of its cancellation of the educational program.

3. A student wishing for internal mobility applies to the Preside2hh/F3 12r0 g0 G[(ac)-5(c)-3(r)0



4. In accordance with the rules established by law, the University will calculate the student's course load with credits in the case of an educational program that is



15. If a student has received a "passed" in the 5-point system, the course assessment is recognized on the principle of transferring the 5-point system to the 100-point system. The arithmetic average of the assessments of the courses transferred to the 100-point system is calculated.

16. If a student's primary higher education institution uses an assessment system different from ECTS, that is not provided for in this Instruction, the course / courses assessment will be decided by the Commission in accordance with the definition of the assessment system and / or the course volume in the official document submitted by the student.

17. Depending on the number of credits recognized, a semester is assigned to the student and an individual curriculum is developed. At this time, it is taken into account that the student does not pass more than 75 credits per year. A student may need to complete an additional semester.

Article 20. Credit Recognition Procedure



Article 21. Recognition of education received under a licensed mode

1. State recognition of higher education received by persons enrolled in a licensed higher education institution (hereinafter - recognition of higher education) implies the determination of compatibility of higher education received by a person enrolled in a licensed higher education institution,



8. The decision on the recognition of education determines what component of the education was considered recognized.
9. For the purpose of credit recognition, the University determines the compatibility of the education received by the person in the licensed mode with the relevant educational program.
10. Based on the positive decision of the LEPL National Center for Educational Quality Enhancement, and based on the number of credits recognized, the student is recommended to continue his / her studies from the relevant semester.

Chapter VI. Student assessment

Article 22. Assessment system

1. Credit in the component provided by the higher education program can be granted in case of successful completion of the work provided by the syllabus and university regulations and receiving one of the positive assessments provided by law.
2. Assessment of the level of achievement of the student's learning in each component of the program includes interim and final assessment.
3. It is inadmissible to grant credit using only one form of assessment (interi



B) Two types of negative assessment:

Ba) (FX) Could not pass _ 41-50 points out of maximum assessment, which means that a student needs to work more to pass the exam and is given one more opportunity to re-take it after independent preparation;

Bb) (F) Failed _ 40 points and less out of maximum assessment, which means that the work done by a student is not sufficient and he/she needs to re-take the course.

7. The maximum assessment score of the final exam is 40, and the remaining 60 points are distributed among the components of the midterm assessment.

8. An essential component in the midterm assessment is one midterm exam, which is evaluated with 20 points. The remaining 40 points are divided between the various components, which may include a second midterm exam, taking into account the specifics of the academic assessment program and the course, and will be detailed in the course syllabus.

9. The midterm exam provided for in paragraph 8 of this Article is usually held in the 8th week of the semester, the final exam in the 17th week.

10. Depending on the specifics of the **educational**



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

18. The total number of credits of the teaching component / components of the doctoral education program should not exceed 60 credits.

19. The educational component / components of the doctoral education program are evaluated according to the system provided for in paragraph 6 of this Article.

20. The assessment of the achievement of the learning outcomes of the components of the educational program is completed in the same semester in which it was conducted.

21. The assessment of a dissertation, master project / thesis or other scientific project / thesis is carried out in the same or the following semester in which the student completes his / her work. A dissertation, master project / thesis or other research project / thesis is evaluated once (with a final assessment). Relevant method / methods and criteria for assessment of the result should be used in the assessment.

22. The doctoral dissertation is evaluated according to the following assessment system:

A) excellent (*summa cum laude*) - an excellent piece of work;

B) very good (*magna cum laude*) - the result which exceeds the set requirements in all respects;

C) good (*cum laude*) - a result that exceeds the set requirements;

D) average (*bene*) - the work of average level, which meets the major set requirements;

E) satisfactory (*rite*) - the result, which still meets the set requirements despite certain faults;

F) Insufficient - unsatisfactory-level piece of work, which does not meet the set requirements owing to the serious faults and lapses;

G) Totally insufficient (*sub omni canone*) - the result, which does not meet the set requirements at all.

23. In case of receiving one of the assessments provided for in sub-



24. In case of receiving the grade provided for in paragraph 22 (f) of this Article, the doctoral student shall be entitled to submit a revised dissertation within one



98-100 points	4.30
94-97 points	4.00
91-93 points	



3. If during the review of the complaint, signs of violation of the norms established



5. One credit (ECTS) equals 25 hours of student study (student workload) and includes both contact and independent hours. Depending on the specifics of the



Article 28. Mechanism for providing students with further education in case of change of educational program

1. In case of change of the educational program, the Georgian American University offers the student an individual study program (plan), which will provide him / her with the qualification that was achieved after the completion of the study program on which the student was enrolled. However, an individual program (plan) should be developed with the active participation of the student and the student should be transferred to it with his / her consent.

Article 29. Mechanism for providing students with further education in case of cancellation of the educational program

1. In case of cancellation of the educational program at the initiative of the University, the Georgian American University offers the student the opportunity to continue his / her studies in another similar program, and in case of no such program or student refusal, the University has no right to cancel the program. It undertakes to maintain the program until all students enrolled are given a full education and appropriate qualifications.

Chapter IX. Contract of Educational Services

Article 30. Concluding a training contract

1. The University enters into an educational service agreement with a student of all levels of education.

2. The contract must be completed and signed directly by the student, and if the student is a person under the age of 18, the contract must be signed by the student and a parent or legal guardian.



1. After the entry into force of this Instruction, the acts of the University, which otherwise regulate the relations provided for in this Instruction, shall be considered invalid in whole or in part.