

## **Regulation for Academic Process Caucasus International University**

### **Chapter I**

#### **General Description**

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

1. Regulation for Academic Process (hereinafter shall be referred to as – Regulation) administers procedural issues for organizing the academic process by "Caucasus International University" LLC (hereinafter shall be referred to as - University), establishes the obligations for the parties of academic process and determines common regulatory norms for university academic activities.
2. Fulfilling the present Regulation for Academic Process is obligatory for every party of academic process, including professors/lecturers, personnel, students and administrative staff facilitating the academic process.

##### **Article 2. Cycles of Education at University**

1. University implements higher educational programmes for the following cycles of education:
  - a) Under-graduate;
  - b) One-Cycle;
  - c) Post-graduate;
  - d) PhD (Doctoral);
  - e) Residency.

##### **Article 3. Structural Units Implementing Academic Process at University**

1. Faculties ensure to implement academic activities by university.
2. University faculty is a major academic-scientific administrative unit, ensuring to prepare students for one or several professions and processes of conferring qualification;
3. The number of faculties is determined by University Provision, while faculty structure, rights and responsibilities and regulation for activities are determined in the Provision for Faculty.
4. The quality of educational activity pursued by University is monitored by Quality Assurance Department.
5. Implementation of faculty activities in a centralized way is ensured by Academic Process Management Department.

##### **Article 4. Language of Instruction**

1. Training sessions (classes) are conducted in the Georgian and English languages at University. **(01-24, 11.03.2022)**

### **Chapter II**

#### **Academic Process**

##### **Article 5. Administrative and Academic Registration**

1. Students are obliged to go through administrative and academic registration in order to participate in an academic process before the term starts. The terms of registration are determined with a decree issued by Rector.
2. Administrative registration starts 2 weeks earlier before the term starts and lasts for 3 weeks. Students are obliged to pay at least the third part of term tuition fee during administrative registration, otherwise students can not register and administration is authorized to suspend his/her student status. The remaining fee (2/3 part) must be paid no later than at the end of the 6<sup>th</sup> week and the full fee – before the end of classes.
3. Academic registration starts 1 week earlier before the term starts and finishes two weeks later after the term starts. During academic registration students register/choose subjects via personal access to university base. Students, not having gone through administrative registration shall not be authorized to have access to the base and go through academic registration.

4. The entrants, enrolled in accordance with the Legislation, go through administrative registration within the terms determined by Rector. They are obliged to submit necessary documents and the receipt, confirming payment of the full term fee.
5. During academic registration a student chooses new academic courses under the framework of the educational programme or the subjects, in which he/she failed previous term, via personal access to the electronic base.
6. Curriculum of the educational programme and a scheme for distributing subjects per term are available in electronic base for every student. Students register for new subjects in compliance with the curriculum.
7. A student is entitled freedom to choose academic courses, lecturers or groups. University facilitates to form the academic schedule so that students have an opportunity to plan a timetable efficiently. In addition, university shall not satisfy students' complaints regarding the following points: in case the number of the students in the group, they wanted to attend classes with, has reached the determined quota; in case choosing a specific lecturer for a student/students is unacceptable if there are no negative assessments regarding his/her teaching and relations with students in students' surveys.

#### **Article 6. Academic Process**

1. Students' academic workload includes:
  - a) attending lectures, working in groups, performing practical activities;
  - b) independent work;
  - c) professional practice (internship);
  - d) preparing for/passing exams;
  - e) fulfilling a research component;
  - f) preparing and maintaining Bachelor's thesis;
  - g) preparing and maintaining Master's thesis;
  - h) preparing and maintaining PhD thesis;
2. A credit is used for evaluating students' activities, a unit - used to express the volume of activities to be performed by students for assimilating one subject, depicted in unit of time – hours.
3. According to the credit system, student's academic workload per one academic year includes 60 credits on average. One credit includes 25 hours of student's academic activities (student's workload), which correlates with 1500 hours of academic activities per one academic year.
4. The student enrolled within the framework of mobility or the student with a restored status (except for the students with financial obligation), not being allowed to take subjects correlating with more than 15 credits per term due to the taken and passed subjects within the framework of the educational programme, he/she has to pay the tuition fee in accordance with taken credits.
5. Credits are distributed for every component of educational programme. Credits describe the amount of activities necessary for completing certain components and achieving learning outcomes, in addition they also include the theoretical and practical activities (contact hours) fulfilled by students in an organized environment and independent work performed by students (hours for independent work).
6. Credits cannot be calculated only in accordance with the hours spent in an academic environment (contact hours) by a student with professors/lecturers.
7. Students' academic workload can include no more than 34 credits per term. Due to students' lagged (delayed) academic performance, students' academic activity can be increased up to 42 credits per term with the consent of Faculty Dean provided the fact that annual academic workload must not exceed 75 credits totally.
- 7<sup>1</sup>. Within the one-step educational program of medicine, an individual student's curriculum may set an annual workload of more than 60 credits, but the total number of credits added above 60 within the duration of the program should not exceed 15 credits in total. **(01-133, 11.12.2020)**
8. An academic year is calculated for 38 weeks, including lectures, final and additional exams.
9. Lectures are conducted for 15 weeks, including classes within the framework of an academic course (lectures-seminars, practical and laboratory classes, midterm examination, consultations, presentations, etc.)
10. An academic year comprises two terms. One term lasts for 19 weeks, in which 15 weeks are allocated for classes and mid-term examinations, 3 weeks for final examinations and 1 week for additional examinations.
11. Academic personnel and visiting lecturers teach and evaluate students on the basis of relevant educational programme and syllabus.

12. University signs agreements with relevant companies operating in the corresponding field in Georgian market and representatives of international organizations in order practical components within the educational programme to be better assimilated by students.
13. Students shall be grouped according to the faculties, educational programmes and chosen academic courses. No more than 40 and no less than 15 students can register in a group, except for the groups for practical studies, in which teaching more than 10-15 students is not appropriate. Depending on the specifics of the educational program, it is possible to create groups with a relatively smaller number of students, in accordance with the workload of the university's academic staff. (01-120, 02.10.2023)

#### **Article 7. Individual Schedule for Students**

1. University ensures creating special educational environment via elaborating an individual educational schedule taking students' various requirements, needs and academic preparation into consideration.
2. Individual educational schedule aims at ensuring uninterrupted involvement of students with special educational needs in academic process, providing them with equal opportunities for receiving education and creating an accessible educational environment for them.
3. Students, requiring an individual educational schedule are identified by structural units supervising sports and cultural activities and Student Affairs Centre. In addition, they are identified on the basis of analysis of questionnaire filled by students enrolled under the framework of Unified National Examinations and mobility by Programme Supervisor and Dean at the beginning of the term, as well as on the basis of students' individual requirement.
4. Students' individual educational schedule is elaborated by Programme Supervisor after interviewing students and reviewing student's individual educational card. Afterwards, the academic process and teaching methods adapted to their needs are planned.
5. University determines the categories and grace conditions for the students having individual educational schedule:

<b>Category of Students</b>	<b>Grace conditions for studies</b>
<ul style="list-style-type: none"> <li>• People with disabilities;</li> <li>• the employees at Ministry of Internal Affairs of Georgia, Ministry of Defence of Georgia, Ministry of Justice of Georgia, Ministry of Corrections and of Georgia or other state institutions (except for the employees hired within the framework of compulsory military service) having a non-standard working schedule;</li> <li>• the students actively engaged in sports, cultural, artistic, intellectual or/and creative activities.</li> </ul>	<ol style="list-style-type: none"> <li>a) take a midterm examination/retake a midterm examination in the week allocated for midterm examination/ midterm restoration week applying an individual schedule;</li> <li>b) take a final examination/additional examination during the period allocated for final/additional examinations applying an individual schedule;</li> <li>c) restore the missed activities on the basis of appropriate reason within a reasonable timeframe applying the individual schedule agreed with Dean.</li> </ol> <p>Explanation: the student is to apply Dean's Office to conclude an individual schedule for gaining the right to restore examinations before the restoration weeks for midterm examinations and at least 7 days before the period of final/additional examinations.</p>
<ul style="list-style-type: none"> <li>• Students (accused, convicted) being in custody.</li> </ul>	<p>Students are given an opportunity to do homework assignments without coming to university, write tasks distantly, apart from the disciplines, requiring</p>

	being present at practical trainings in agreement with corresponding state structures (prisons, Ministry of Corrections and of Georgia, Ministry of Education and Science of Georgia).
<ul style="list-style-type: none"> <li>• Students, being enrolled in the programme in which some changes are planned;</li> <li>• Students enrolled within the framework of mobility;</li> <li>• Students participated in exchange programmes;</li> <li>• Students lagged behind in academic performance.</li> </ul>	Students included in this category are determined individual term workload by Programme supervisors.
<ul style="list-style-type: none"> <li>• Students passed an exam in other foreign language (apart from English)</li> </ul>	Students passed an exam in other foreign languages (apart from English) and they need improvement in English after being enrolled in Educational Programme, Language Centre ensures proposing additional classes.
<ul style="list-style-type: none"> <li>• Foreign student studying at educational programmes with English and Russian as languages of instructions.</li> </ul>	Foreign students being enrolled in Educational Programmes with English and Russian as languages of instruction are given opportunities to take introductory courses in the Georgian Language and Computer Skills with the purpose of adapting in educational field in Georgia. This process facilitates their further integration in the academic process.
Citizens of Georgia and repatriated students	Students, whose native language is not Georgian, studying at Educational Programmes with Georgian as a language of instruction, are suggested additional classes in the Georgian language by Language Centre.

### Chapter III Evaluation System

#### **Article 8. General Description of Students' Knowledge Evaluation**

1. European Credit Transfer and Accumulation System (ECTS) is used by University in order academic activity to be depicted for each student necessary for achieving programme objectives.
2. Students' knowledge evaluation system within the framework of the university educational programmes is elaborated in accordance with requirements under the order #3 (January 5, 2007) issued by Minister of Education and Science of Georgia – "Credit Calculation Regulation for Programmes of Higher Education".

#### **Article 9. Student Evaluation**

1. Credits can be accumulated by achieving learning outcomes within the framework of curricula, with one of the positive assessments approved by the order #3 (January 5, 2007) issued by Minister of Education and Science of Georgia - " Regulation for Credit Calculation for Higher Educational Programmes", Article 4.7. Sub-paragraph "a".
2. Evaluating students' achievements on a single basis - only through final examination is prohibited.
3. The evaluation of the work carried out by a student during the course must include:
  - a) Intermediate assessments – 40 points;

- b) Mid-term examination – 20 points;
  - c) Final examination – 40 points.
- 3<sup>1</sup>. At the discretion of the program administrators, student grades may be in a different ratio, but the final grade may not be more than 40% or less than 30% of the overall grade. **(01-120, 02.10.2023)**
  4. Professors, implementing academic course/courses/educational programme, are entitled to divide 60/70 points (intermediate assessment) into evaluation components individually, determine the dates for course and final project maintenance and thesis presentations, conclude the number of mid-term examinations.
  5. Students are evaluated per term according to the components presented in the provision.
  6. A maximum point for evaluating learning outcomes is 100 points.
  7. University evaluation system includes five kinds of positive and two kinds of negative assessments.
  8. Positive assessments include:
    - a) (A) Excellent - 91–100 points;
    - b) (B) Very good - 81–90 points out of maximum assessment;
    - c) (C) Good - 71–80 points out of maximum assessment;
    - d) (D) Satisfactory - 61–70 points out of maximum assessment;
    - e) (E) Sufficient - 51–60 points out of maximum assessment;
  9. Negative assessments include:
    - a) (FX) Did not pass– 41–50 points out of maximum assessment; The student needs to work harder to pass the examination and is allowed to take an additional exam after working independently.
    - b) (F) Failed – 40 points or less out of maximum assessment. The work accomplished by the student is not sufficient and he/she must take a course anew.
  10. University is entitled to introduce additional „-“, „+“ grades for better understanding of achievements by each student within the number of points determined by ECTS system.
  11. Students are evaluated during the whole term. Correspondingly, students' final assessment is the sum of intermediate evaluation and an assessment of the final examination.
  12. The student, missing more than half classes of any educational component because of unreasonable grounds, In case of the lecturer's motion, shall be removed from registration of the subject by Rector's decision. **(01-24, 11.03.2022)**
  13. Maximum assessment for a final examination is 30/40 points. A final examination is considered to be passed in case a student receives minimum 16 points. With the recommendation elaborated by Faculty Council and under Rector's order, a higher limit may be determined for specific educational programme(s), but no more than 60% of the examination points. **(01-75, 02.07.2018)**
  14. The remaining 60-70- points are distributed according to intermediate assessment in accordance with the syllabi.
  15. Students retake final examinations in the same term. Additional examinations can be conducted in no less than 5 days after the results of final examination are declared.
  16. In case of getting a negative assessment, the academic course can be taken in next terms. If there is a necessity of creating a separate group due to the number of students willing to retake the course, students study the subject on the basis of self-financing- in accordance with the number of credits.
  17. A student, having accumulated minimum 25 points through interim evaluation, is entitled to take a final examination. With the recommendation elaborated by Faculty Council and under Rector's order, a higher limit may be determined for specific educational programme(s), but no more 60% of the maximum points of interim assessments. **(01-75, 02.07.2018)**
  18. Students are entitled to protest results of a midterm/final examination to Appeal Commission of the Faculty in a written form in 2 days after becoming familiar with the results. When the marks are inserted in the electronic academic management system this point is considered as becoming familiar with the results. The Appeal Commission is obliged to review protests by communicating with the evaluator of the paper within 3 working days and make relevant decisions – the refusal for satisfaction of the complaint due to the groundless of the statement or submitting the examination paper to another professor for re-evaluation. In case of more than 10% difference in the assessment on the basis of the re-evaluation, the examination paper is submitted to the third marker. On the basis of the results, the commission makes a decision to adjust the point applying arithmetic average. The decision made by the Appeal Commission is final and cannot be appealed. **(01-111, 20.09.2018) (01-120, 02.10.2023)**

19. A student can take an additional examination in case:
  - he/she has accumulated 41-51 points via intermediate assessment and final examination;
  - he/she has accumulated 51 points or more via intermediate assessment and final examination, but could not pass the minimum limit of final examination;
  - he/she missed the examination because of a reasonable excuse, presented relevant evidence and received Dean's consent. In this case, the number of points accumulated by the student should not be less than 25. **(01-05, 12.01.2024)**
20. The student, missing a mid-term examination because of a reasonable excuse and presenting a statement with relevant proof in two weeks' time after the completion of the examinations, is entitled to take the mid-term examination in case of Dean's consent. Mid-term examination is retaken during the 14<sup>th</sup> week after the start of studies. **(01-162, 16.11.2018)**
21. Serious illness, death of family member, working in State Law Enforcement Agencies, natural disasters or emergency situations are considered as reasonable excuses for the present regulation. (On the part of the students, the verification of the medical certificate - Form No. 100 attached to the application for the resumption of the exam will be carried out on a random basis, 10 certificates from the number presented at each faculty.) **(01-05, 12.01.2024)**
- 21<sup>1</sup>. If the student cannot provide any evidence of a good reason, but writes a statement detailing the reason for missing the exam, the dean has the discretionary right to allow the student to retake the exam even without any good reason. For this, the dean writes a reasoned explanation to the student's application and sends the relevant information to the examination center. **(01-05, 12.01.2024)**
22. Students' final assessments are put in the electronic base of academic process management and subject roster (register) printed out according to the groups. The roster is signed by the professor/visiting lecturer implementing the academic course and transferred to Student Service Center in no later than 2 weeks after the term finishes. In practical/clinical subjects, a scanned version of the roster can be forwarded to the Faculty Dean/Programme Head. **(01-98, 19.07.2023)**
- 22<sup>1</sup>. In the clinical module training courses at the Faculty of Medicine, an independent roster is created for each component of the module, which is signed by the professor/guest lecturer implementing the respective component. Taking into account the source data of each component of the clinical module, the single roster of the module is signed by the program coordinator and the dean of the faculty. **(01-98, 19.07.2023)**
23. In case the roster is not signed by the professor/visiting lecturer within 1 month after completing examinations, it is signed by the Programme Supervisor after receiving confirmation from the Professor (GONI or e-mail) on the basis of the data available in Academic Process Management Electronic System or inquiry in case of necessity.
24. The level of students' academic performance is determined by the scores obtained in academic courses as well as the equivalent of these scores – Grade Point Average (GPA).
25. GPA for any academic course is calculated using the formula:  $GPA = (X-50) \times 0,06 + 1$ , in which X is the score received in an academic course.

<b>GPA Calculation Rule</b>	
<b>Numerical Equivalent</b>	<b>Point</b>
<b>100</b>	<b>4</b>
<b>99</b>	<b>3.94</b>
<b>98</b>	<b>3.88</b>
<b>97</b>	<b>3.82</b>
<b>X</b>	<b><math>(X-50) \times 0,06 + 1</math></b>
<b>51</b>	<b>1,06</b>
<b>1-50</b>	<b>0</b>

26. GPA – is calculated only for the academic courses in which students got positive assessments (A,B,C,D,E). FX and F assessments equal to 0 in GPA Calculation. Students' term GPA is calculated to get rating data, while the negative assessments will be summed up.

27. Students' conclusive average academic assessment in any interval of the academic process is calculated using the formula:  $GPA (conclusive) = (\sum GPA \text{ of each academic course} \times \text{relevant credit}) / \text{sum of credits of every academic course}$ .

#### **Article 10. Intensive Courses**

1. In case of enough number of willing students (3-5 students depending on the specificity of the subject), university conducts an intensive course of the corresponding subject. Students are entitled to take intensive courses in the following cases:
  - a) He/she received negative assessment (failed) last term(s);
  - b) A student, enrolled within the framework of mobility and the one with restored student status who has not taken the specific subject and it prevents him/her to choose other academic courses in the following terms;
  - c) A student needs to take the specific academic course due to the individual educational schedule.
2. An intensive course is a part of a term and is conducted after final exams within 3,5 weeks
3. Students are entitled to take subject(s) correlating to no more than 7 credits within the framework of an intensive course.
4. Every academic workload provided in the curricula is conducted within an intensive course.
5. An intensive course is conducted via students' self-financing.
6. With the requirement of students' group, an academic course not envisaged in the curriculum in the current term may be delivered during the whole term (a parallel course).
7. The decision on conducting intensive and parallel courses is made by Rector in accordance with the requirement received from Faculty.
- 7<sup>1</sup>. The dean's office will select a lecturer (academic staff or guest lecturer) as the head of the intensive course who did not teach this subject in a particular semester. **(01-11, 01.02.2023)**
8. Tuition fee for an intensive course is calculated in compliance with the number of credits for an academic course. The cost of one credit for the programmes with Georgian as a language of instruction is 65 GEL, as for the programmes with a foreign language as a language of instruction, the cost is - 80 USD equivalent to GEL.

#### **Chapter IV**

#### **Changes in Student Status**

#### **Article 12. Notion for Student Status Suspension and Termination**

1. Suspension of student status involves exempting University and a student from the duties and responsibilities envisaged within the academic process, caused by non-fulfilment of relevant duties or possible failure in fulfilment.
2. Suspension of student status is temporary and is restored on the basis of an agreement between the parties. Afterwards, the student's rights are fully reinstated or terminated.
3. Termination of student status involves exempting a person from every duty and responsibility conferred within student status in case of inability of achieving learning outcomes, committing improper action as a student or other cases envisaged in the Legislation.

#### **Article 13. Regulation for Student Status Suspension**

1. The basis for suspension of student status is as follows:
  - a) personal statement;
  - b) financial obligation;
  - c) going abroad with the purpose of studying;
  - d) illness or any similar condition making it impossible for a person to be involved in the student life;
  - e) not going through administrative registration.
  - f) Non-fulfillment of the obligations defined by the legislation, for which the suspension of the student status is provided (compulsory insurance, etc.). **(01-126, 12.11.2020)**
2. Suspension of student status is officially registered by Rector's order.
3. The maximum term for suspending student status is 5 years (from the moment it is suspended). In case of not restoring student status during the period mentioned, the persons's student status is terminated.
4. During the period of suspension of student status, University and the student are exempted from fulfilling duties and responsibilities, except for the duties and obligations established before status suspension.

5. The person with a suspended status is entitled to move to another Institution of Higher Education within the framework of mobility.
6. In case the Educational Programme (the student was enrolled in before suspending student status) is cancelled or changed by the time the person's student status is restored, he/she is entitled to continue studies in the Educational Programme very close in terms of content with the previous programme or move to another Institution of Higher Education in accordance with the regulation determined by the Legislation.
7. The tuition fee paid before suspending student status shall not be returned to the student.
8. A student is entitled to appeal Rector's decree on termination student status within 5 days after becoming familiar with the decree. Information changes on status in the student electronic base is considered as becoming familiar with the decree. The appeal is reviewed by Rector with the Dean of the corresponding faculty and a coordinator of Quality assurance within 5 days after its reception.

#### **Article 14. Regulation for Student Status Termination**

1. The basis for terminating student status is as follows:
  - a) Student's personal statement;
  - b) Non-restoration of student status within 5 years after its suspension.
  - c) Inability of achieving learning outcomes (a student cannot finish the educational programme within additional terms);
  - d) Committing improper actions, including:
  - e) committing a crime by a student envisaged by the Criminal Code of Georgia in University area. The basis for status termination may involve committing criminal offence outside the university area.
  - f) Plagiarism;
  - g) insulting the University, its personnel and students or causing other kinds of damage on purpose and in a disrespectful way, violating Code of Ethics and other legal acts so that other participants of academic process were put in danger;
  - h) presenting the document including false or invalid information;
  - i) failing in the same academic courses three times;
  - j) Changes in status for the students enrolled within the framework of mobility in student's register of National Center for Educational Quality Enhancement;
  - k) Death of a student. **(01-126, 12.11.2020)**
2. The student, being the subject of disciplinary proceedings in terms of terminating student status, is entitled to be informed about the issue in order to be given an opportunity for presenting his/her own opinion, explanation and evidence.
3. Termination of student status is registered by a well-grounded order of Rector and represents annulling the signed agreement with the student, not exempting the parties from the obligations determined and not-fulfilled before annulling the agreement.
4. Student status termination generates legal outcomes 12 months after issuing the relevant legal act, within this term a person is entitled to appeal the decision or enjoy the right of mobility.
5. Student status termination and annulling educational agreement is appealed in court in compliance with the regulation determined by the Legislation, according to the location of University.
6. In case of student status termination, paid tuition fee shall not be compensated.

#### **Article 15. Student Status Restoration**

1. The student with a suspended status, is entitled to restore it within 5 years on the basis of a personal statement in compliance with the requirements in the present Article. A status can be restored at any time without involvement in the academic process.
2. With the purpose of involving in the academic process student status restoration is possible within the terms for administrative registration determined by University.
3. In exceptional cases, student status may be restored within 4 weeks after the start of academic process.
4. Student, having gone through administrative and academic registration and his/her student status was suspended because of financial obligation or other reasons, is entitled to restore his/her student status in the same term. Status can be restored within 4 weeks after its suspension.



5. The students, having restored status with different reasons within the terms determined in Paragraph 3 of the present Article and missed classes within the framework of educational programme, are delivered the missed classes with the help of individual schedule.
6. During status restoration, a student has to pay tuition fee for the ongoing term. The tuition fee paid by the period of status suspension in the current term shall not be included in the account for the ongoing term.
7. The tuition fee paid by the period of suspending student status can be transferred to the account for the ongoing term in case the student suspended status with an own statement within 4 weeks after starting classes. The similar practice is applied if a student requires to suspend status during the term due to illnesses or being abroad for studying and submits relevant documents.
8. A receipt, confirming payment of tuition fee for the ongoing term must be attached to the statement for restoring student status.

## **Chapter V**

### **Students' Rights and Obligations**

#### **Article 16. Students' Rights**

1. A student is eligible to receive higher education of superior quality fitted to his/her interests, be actively involved in university daily activities.
2. Limiting students' academic freedom and students' rights recognized by Law of Georgia on "Higher Education" is prohibited in case it is not applied for solving organizational issues of academic process, ensuring education of high standards, disciplines and security or it is not directed to prevent the activities intended against university objectives and principles determined by present regulation.
3. Apart from rights determined by the Legislation and University legal acts, a student is eligible:
  - a) to require University administration to fulfill the obligations determined by the Legislation, University legal acts, agreements concluded with students and envisaged in Educational Programmes;
  - b) to participate in the activities offered by University, take advantage of the educational and assisting resources available at University, library, informative and other services;
  - c) to get informed about his/her rights, educational programmes and other university resources from the administration;
  - d) to freely express his/her opinion and reasonably refuse to share the ideas offered during the academic process;
  - e) to choose an optional component within the deadline or participate in elaborating an individual educational programme taking the limits determined by the Legislation into consideration;
  - f) to participate in evaluating the academic personnel and teaching-scientific process implemented by University;
4. A student applies with a statement to Dean/Rector with the purpose of protecting his/her rights and legal interests in case of necessity. If his/her complaint or claims are not satisfied, a student receives a written substantiation about refusal within 3 working day to university electronic mail.
5. Dean meets the students in their first year and students enrolled under the framework of mobility and makes them familiarize with the existing evaluation system at university, academic calendar, the terms for paying tuition fee, regulation for planning academic process and the ways of getting consultations with this purpose, as well as regulation related to student status and students' rights and obligations concluded in the agreement within one month after the term starts.
6. A student has an access to the educational programme, which enables him/her to plan an academic process and improve his/her academic achievements. A student is given an opportunity to apply Faculty Dean's Office with the purpose of planning an academic process and improving his/her academic achievements. Dean's Office ensures consultations from Programme Supervisor and a specialist of Quality Assurance Department. A schedule may be elaborated related to planning academic courses per term in case of necessity. A copy of the schedule is given to the student, while the original document signed by student is kept in student's personal data.

#### **Article 17. Obligations for Students**

The student is obliged:

- a) to fulfill the requirements envisaged in the Legislation, University Provision, the present regulation, Code of Ethics and other legal acts of university;
- b) to fulfill the academic requirements in accordance with educational programmes;
- c) to fulfill the commitments under the agreement concluded with University;

#### **Article 18. Mobility and Internal Mobility**

1. A student is entitled to apply the right of mobility (changing a university) or internal mobility (changing an educational programme at university) in compliance with the procedures determined by Legislation and Internal Legal Acts at university.
2. A student is entitled to apply the right of mobility in case he/she was enrolled in Authorized Higher Education Institution of Georgia in compliance with the regulation determined in the Legislation and he/she completed one year of tuition with an active student status.
3. A student is entitled to change an educational programme on the basis of Internal Mobility. Internal mobility can be applied after completing one term of tuition by a student.
4. Applying internal mobility for regulated educational programmes may be limited via imposing additional requirements determined in the decree issued by Rector.

#### **Article 19. Recognition of Learning Outcomes**

1. Learning outcomes achieved by students under the framework of other educational programme/programmes are subject to be recognized with the academic disciplines envisaged in the educational programme of the same cycle in which a student continues studies.
2. University determines the level of the educational programme in which a student continues studies and the number of credits necessary to receive corresponding qualification on the basis of carrying out a procedure of educational programme recognition.
3. The following programmes are the subjects of recognition:
  - a) Accredited educational programmes of Authorized Higher Educational Institutions in Georgia.
  - b) The part of the Educational Programmes of Non-Authorized Higher Educational Institutions which is considered as accredited in accordance with the regulation determined by the Legislation
  - c) Programmes for Higher Educational Institution accredited or recognized in compliance with the Legislation of foreign countries.
4. The following programmes are not the subjects of recognition: the programmes, not being Programmes of Higher Education in accordance with the present Legislation, as well as the Programmes of Higher Education in which students were not enrolled in compliance with the regulation determined by the Legislation (non-accredited programmes and the ones for free listeners).
5. The programme is recognized on the basis of a requirement made by a student and documents submitted.
6. Programme may be recognized with studying students' personal cases (academic reference) as well as with content analysis of the documents (curriculum, syllabi) including the information about the subjects passed by students.
7. The subjects passed by the person, not envisaged within the University programme may be recognized as free optional academic courses (Free Credits) in case free credits are envisaged in the University Educational Programme.
8. After programme recognition, the number of credits shall be determined, which are to be recognized for the objectives of the new educational programme.
9. University recognizes the learning outcomes achieved by an individual under the framework of educational programme of corresponding cycle of academic higher education to succeed in other educational programme of the same cycle with the purpose of conferring corresponding qualification.
10. Credits are recognized in accordance with the "Regulation for Credit Recognition" approved by University. The results determine the term of educational programme the student continues studies in.

## Chapter VI Conferring Qualifications

### Article 20. Completing Educational Programmes and Conferring Qualifications

1. An educational programme is considered to be completed, in case a student accumulates the amount of credits determined for the educational programme and fulfills all the requirements envisaged in the curriculum:
  - a) no less than 240 credits - for Undergraduate Educational Programmes;
  - b) no less than 300 credits - for One-cycle Educational Programme in Dentistry;
  - c) no less than 360 credits - for One-cycle Educational Programme in Medicine;
  - d) no less than 120 credits - for Post-graduate Educational Programmes;
  - e) no less than 180 credits - for Doctoral (PhD) Educational Programmes.
2. A student shall be conferred the qualification of undergraduate studies (Bachelor's Degree) with relevant direction and/or indicating the field/specialty in case of accumulating no less than 240 credits from the academic disciplines envisaged in the Educational Programme.
3. A student on post-graduate programme shall be conferred the qualification of Master (Master's Degree) with indication of relevant direction, field/specialty and or/ subfield/specialization in case of accumulating no less than 120 credits from the academic disciplines envisaged in the Educational Programme on the basis of successful maintenance of Master's thesis.
4. After completing PhD studies and maintaining the PhD thesis, a doctoral candidate is conferred with an academic degree. The title must contain the term "Doctor" (PhD) with indication of relevant direction or/and field/specialty.
- 4<sup>1</sup>. An individual curriculum is elaborated by Programme Supervisor before the start of the term for the students with restored status, students enrolled within the framework of mobility or internal mobility, students with academic lags (in case of application) and also for every senior student. The individual curriculum determines the precise list of the subjects to be taken in the subsequent term(s). In addition, Programme Supervisor identifies senior students in the ongoing or subsequent terms. **(01-162, 16.11.2018)**
- 4<sup>2</sup>. The list of senior students is provided to Coordinator of Faculty Quality Assurance Service by Programme Supervisor, who edits the list in compliance with the results of the term and makes a precise list of senior students. Corresponding Dean's Office is responsible for the accuracy of the data (first name, surname (in Georgian and English), personal identification number, date of birth) of the senior students. **(01-162, 16.11.2018)**
5. After assimilating compulsory academic courses within the framework of the Educational Programme and accumulating proper number of credits, the graduate is conferred relevant qualification on the basis of the decision made by Faculty. The decision is signed by Dean of the Faculty, Programme Supervisor and a Coordinator of Faculty Quality Assurance or a representative of the Quality Assurance Service. **(01-162, 16.11.2018) (01-24, 11.03.2022)**
- 5<sup>1</sup>. A project of faculty's decision on conferring a qualification is made by Programme Supervisor within 5 working days after final assessments are identified, which is submitted to Coordinator of Faculty Quality Assurance Service and Faculty Dean. The project of the decision is checked and signed within 3 working days upon submission by a coordinator of Faculty Quality Assurance Service and Dean. The signed decision of the faculty is numbered in compliance with calendar year in sequence. **(01-162, 16.11.2018)**
6. Cumulative GPA is calculated after completing any educational programme for determining a category of diploma for graduates. Afterwards, graduates are provided with the diploma of the following qualities, alongside with the supplement determined by the state:
  - a) Diploma with honors – GPA 3.5 and higher, with high level of competence and an ability to use knowledge in a creative way;
  - b) Ordinary Diploma – positive assessment in every subject and GPA lower than 3.5.
7. In order to change the category of the diploma, the student of the final course may enjoy the right to repeat the subject(s) already passed, but not more than 3 subjects, taking into account the quota of credits. Before the beginning of the semester, the student applies to the dean of the faculty with a request to retake the subject(s). With the Dean's approval, the student is registered with the group that is taking the specific subject(s) in the current semester. The results of the subject(s) already passed by the student will not be canceled until the results of the subject(s) passed again. **(01-24, 11.03.2022) (01-83, 01.07.2022)**

8. In case the student is not able to accumulate relevant credits within the period allocated for the programme, he/she is entitled to attend classes for no more than 4 terms.
9. In order an additional term to be taken by a student, the term tuition fee must be fully paid. In exceptional cases, taking a student's individual condition into account, on the basis of Chancellor's decision the tuition fee may be paid according to the credits. The cost of one credit is calculated with the following scheme: term tuition fee (determined for that period) is divided by 30.
10. In case a student is not able to accumulate credits envisaged in the Educational Programme within additional terms, his/her student status is terminated.
11. In case a student is not able to get positive assessment in the same subject three times during studies at Caucasus International University, his/her student status is terminated.
12. After completing each cycle (stage) of education, a person is conferred with relevant qualification and is provided a Diploma, with a supplement approved by Rector. The pattern of the Diploma is agreed with Ministry of Education and Science of Georgia and Ministry of Finance of Georgia.

#### **Article 21. Procedures for Awarding a Degree of Honorary Doctorate**

1. An academic title of honorary doctorate can be awarded to a scientist or public figure being a resident of Georgia or foreign country for particular achievements and professional recognition in academic activities.
2. The basis of conferring a title of honorary doctorate is as follows:
  - a) a scientific achievement of special significance;
  - b) a special contribution to academic education and development of scientific research;
  - c) special contribution to the development of university;
3. A person is awarded with an academic title of honorary doctorate on the basis of Rector's order.
4. A Diploma of Honorary Doctorate is issued for the person being awarded with the title.

#### **Article 22. Final Provisions**

1. Amendments in the present regulation may be made on the basis of Chancellor's order.
2. In case of approving a new regulation, the present regulation becomes invalid.
3. The present regulation has predominant legal force compared with other norms determined with acts approved by Chancellor and Rector, in case they regulate legal relations envisaged with the present regulation in a different way.