



## The Regulations of the educational process

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"Approved" by the resolution  
of the Board of the Georgian Aviation  
University  
Rector, Professor

\_\_\_\_\_ S. Tepnadze  
\_\_\_\_\_ 2019

Resolution № \_\_\_\_\_

## Georgian Aviation University The Regulations of the educational process

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**i.Changes**

1. Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

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## 2 Document control

Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these Regulations and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the Regulations that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

### 2.1 Sending documents List

<b>Organization</b>	<b>format</b>	<b>Copy number</b>
Quality Assurance Service	Print	Original copy
Quality Assurance Service	electronic	Electronic version
University Website	electronic	Electronic version

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### **Article 1: General provisions**

This rule defines issues related to the administration of the educational process in the Aviation University of Georgia LLC (hereinafter referred to as the University). This rule is mandatory for the academic and administrative staff of the University, as well as for students and other stakeholders involved in the activities of the University.

### **Article 2. Language of instruction**

1. The language of instruction at the University is Georgian and English, and English language teaching components are also integrated into some educational programs in Georgian. Teaching in English is possible only with the consent of the Ministry of Education and Science of Georgia.

### **Curriculum, its components, and features**

#### **Article 3: Scope of the educational program, duration of the study and academic calendar**

1. The University implements an educational program at all three levels. The bachelor's program includes 240 credits, master's program - 120 credits, and doctoral program - 180 credits.
2. According to the credit system, a student's workload for one academic year (40 academic weeks, 19 weeks per semester) includes an average of 60 credits, while one credit includes students' academic activities (workload) for 25 astronomical hours.
3. Tuition fees for a student registered in an additional semester are determined according to his/her individual needs, in accordance with the cost of credits for the courses.
4. the academic calendar reflecting the issues related to the planning of the educational process is approved by the decision of the Governing Board.

#### **Article 4. The procedure for obtaining student status under the bachelor's degree program**

The reason for obtaining the student status is to pass in accordance with the rules established by the Georgian legislation. Acquisition of the University student status can also be achieved through mobility.

2. Persons with the right to continue their studies at the university without passing the unified national examinations are enrolled in the baccalaureate program.



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In accordance with the rules established by the Ministry of Education and Science of Georgia. In accordance with the Law on Rector, the University is authorized to establish additional conditions for admission to the educational program, which means the verification of the person's competence before issuing the order of the Minister of Education and Science in Georgian / English / relevant competencies.

3. an applicant has the right to study in the bachelor's program of the University bypassing the Unified National Examinations, which has a full general education certificate or equivalent and who are entitled to study in the relevant program of the University based on the ranking coefficients. An agreement is concluded with the student on the basis of the ranking document.

4. In order to obtain the status of a student, the student must apply to the University within the time limits established by the order of the Rector and submit the documents provided by Article 7 of this rule.

5. Document on recognition of education for persons who studied during the last 2 years and received a document confirming full general or basic general education in general educational institutions located on the occupied territory, in accordance with the Law of Georgia on Occupied Territories.

6. Admission of an applicant to the University is carried out by a joint act of the Rector, which is published no later than 1 October and sent to the Ministry of Education and Science of Georgia within 15 days after its publication.

7. The person, who is included in the rating document, but is not included in the Single Act of the Rector, stipulated in paragraph 6 of this article, due to lack of application to the University, has the right to apply to the University for admission from the issuance of the Single Act of the Rector by June of the following year. The Rector of the University shall be obliged to meet the request of the person after submitting the necessary documents for admission to the University and to execute the order of admission in such a way as to ensure that the person is admitted to the educational process and the results of education. in accordance with the law. The Rector's report is sent to the Ministry of Education and Science of Georgia within 15 days after its publication. Enrolment of a person in this way excludes the possibility of using the received state educational grant.

#### **Article 5: Procedure for obtaining student status in the Master's degree program**

1. a person with a Bachelor's Degree or an equivalent academic degree has the right to study for a Master's Degree in the event of successful completion of the Master's General and Internal University Examination(s). Obtaining the status of a university student is also possible through mobility. The student must submit the documentation required by Article 7 of this rule to the university. Candidates for the Master's Degree without taking the General Master's Examinations.

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They are enrolled in the university according to the rules established by the Minister of Education and Science of Georgia.

2. After successfully passing the type of General Master's Examination of the corresponding Master's educational program approved by the Government of Georgia, the candidate for a Master's degree will pass the exams defined by the University for the educational program.

3. The subject of the university examination is presented by the head of the corresponding master's degree program to the dean of the faculty, who agrees with it and the agreed subject is published on the official website of the university. In order to pass the exams/examinations defined by the University, the registration of Master's candidates is carried out at the University in accordance with the rules defined by the act of the Rector and within the established deadlines. The duration of the registration period of candidates for a master's degree may not be less than 5 calendar days after publication of the Rector's Act on registration of candidates for a master's degree on the official website. The University shall publish the Rector's act on registration of candidates for magistracy and the results of examinations determined by the Rector on its official website.

4. The terms of organization of interuniversity examination for admission to master's programs, claims, composition, and rules of work of the claim committee are determined by the act of the Rector.

5. If an educational program requires a certain level of English as a prerequisite for admission to the program, the relevant language competence can be confirmed by an internal university exam, as well as by submitting an international certificate (B2 Upper Intermediate) confirming the appropriate level of knowledge, which relieves the student from taking an internal university exam.

6. Admission to the university is based on an agreement between the university and the candidate for the master's degree.

7. For persons with whom the agreement provided for in paragraph 6 of this Article is concluded, a single act of the Rector shall be drawn up, which shall be sent to the National Center for Evaluation and Examination and the National Center for Educational Quality Improvement before October 5. The single act of the Rector shall indicate the name, surname, personal number, identification code of the general master's examination, tuition fee, educational program, according to which the master has obtained the right to continue his studies. The University will provide relevant information on enrolled persons in the form established by the individual administrative-legal act of the Director of the National Center for Education Quality Development until October 7.

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### **Article 6: Procedure for obtaining student status in the doctoral education program**

A person with a master's degree or an equivalent academic degree is entitled to study for a doctorate. The rules of admission to the educational program are determined by the provisions of the University Doctoral and Dissertation Council.

2. An agreement is concluded between the university and the student, which defines the rights and obligations of the parties. Receiving the status of a student is confirmed by an appropriate act of the rector. The student should submit to the university the documents specified in the provisions of the Doctorate and Dissertation Council of the university.

### **Article 7: Documents submitted by students at the university**

1. The student must submit the following documents to the university:

1.1. A copy of an identity document;

1.2 Confirmation of the relevant qualification (for bachelor's degree programs); 1.2.

- full general education certificate, master's program - bachelor's degree, in case of studying at an educational institution of another country a document confirming the recognition of education obtained abroad must be submitted);

1.3. Document on recognition of education for those who studied during the last 2 years and received a certificate of full general education or basic general education in general education institutions located on the occupied territory, by the Law of Georgia on Occupied Territories.

1.4. Evidence of military registration (only for sons of Georgian citizens);

1.5. 2 photographs (3X4) and their electronic version recorded on CD;

1.6. proof of payment for education (the amount of received state education, state education, or other grant is taken into account).

### **Article 8. Rights and duties of a student**

1. The student shall exercise the powers granted to him/her by the Law of Georgia on Higher Education.

2. The student is obliged to study all subjects he/she has voluntarily chosen and the teaching of which is compulsory according to the program established by the University, by the regulations of the University, internal rules, and other internal acts of the University regulating the educational process. Also, the student shall have the opportunity to participate in surveys conducted by the University, as far as possible, to improve the quality of the educational programs concerned.

### **Article 9. Tuition Fees, Administrative and Academic Registration**

1. The annual tuition fee shall be determined by the Rector in accordance with the legislation of Georgia.

2. The annual tuition fee is paid before the beginning of each semester. The terms of payment of the fee are set by the act of the rector.

3. Administrative registration means the payment of tuition fees.

4. The University has an electronic database of students' academic performance, which is a special program of the University and is designed to quickly, efficiently and conveniently manage the educational process.

5. Academic registration means enrolling in the relevant training courses of the educational program every semester, which is reflected in the readiness of the student to take the training course offered by the study schedule. Relevant faculties facilitate the proper implementation of this procedure.

### **Article 10 Suspend and reinstate student status**

1. The status of a student may be suspended for a period not exceeding 5 years. Suspension of the status of

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a student is considered a dismissal of a student from exercising his/her rights and obligations without termination of the status of a student.

The grounds for suspension of the student's status are as follows:

- 2.1 Administrative (financial debt) or lack of registration in the course of study;
  - 2.2. Disease if the student's inability to participate in the study process is documented;
  - 2.3. Studying at a higher education institution abroad (except for the educational exchange program);
  - 2.4. Military;
  - 2.5. personal statement;
  - 2.6. Initiate a criminal case against a student before sentencing;
  - 2.7. Disconnection from the educational process; 2.7.
3. In case the status is suspended after the beginning of the semester, the student will cancel his/her midterm grades and the amount paid for the semester will not be retained.
4. 4. The suspension of the student's status is formalized by an act of the Rector of the University, which is reflected in the register of educational institutions within 1 day after its publication.
5. The status of the student can be restored no later than 3 weeks after the beginning of the educational process in such a way as to ensure the achievement of the results of education following the rules established by law. The restoration of the student's status is formalized by an act of the rector, which is also reflected in the register of educational institutions within 1 day.

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### Article 11 Termination of Student Status

1. The grounds for termination of student status are:

- 1.1 Suspension of the student's status for more than 5 years while studying at the university;
- 1.2. Completion of the educational program by the student at the appropriate educational level;
- 1.3. Failure to comply with the requirements of the educational program within the maximum term established for the academic degree;
- 1.4. Death.
- 1,5. Personal statement;
- 1.6. Other cases stipulated by the current legislation of Georgia.

2 Legal consequences stipulated by the legal act on termination of the student's status should be made in twelve months after the order is issued. The student's status is considered suspended during this period of time.

3. The University shall inform the person concerned about the termination of the student status.

4. Termination of the student's status shall be executed by a reasoned order of the Rector of the University, which shall be reflected in the register of educational institutions in accordance with the rules established by law.

5. In case of termination of the status of a student, its reacquisition is allowed in accordance with the rules established by law.

### Article 12 - A person with the right to mobility and internal mobility

1. The right to mobility is granted to a person who is enrolled in the university in accordance with the rules established by law and is a student of the university at the time of registration of mobility on the electronic portal.

However, a person who has been granted student status in accordance with the rules established by law has the status of a student suspended from registration in the electronic portal, as well as a person who has successfully passed the Unified National Examinations and is enrolled in the ranking document. Can not be used for this purpose, as the institution has been dissolved without identifying a successor, the institution has lost its permit, or the educational program is no longer in progress.

3. The right to mobility arises for a student after one year of study at the relevant higher education level. The right to mobility and internal mobility arises for a graduate-only in the direction of an educational program that corresponds to the type of general examination.

4. The period of study does not include the time during which a person has suspended his or her student status.

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5. If an educational institution is liquidated without the right to a replacement being determined, the institution has lost its permit or the curriculum is no longer being implemented, the student has the right to mobility regardless of the length of the educational period.

**Article 13. Mobility, internal mobility, recognition of education obtained during the educational period**

1. Mobility can be realized at one level of higher education. Mobility from a vocational education program to a bachelor's degree program is not allowed.

2. The order of the Governing Board of the University determines the list of documents to be submitted by the applicant for mobility to the University, terms, the composition of the Commission for the recognition of credits (depending on the faculties), and the necessary prerequisites for admission to educational programs (if necessary). The prerequisites are determined by the program director and transferred to the respective faculty. Before the beginning of a new academic semester, the Law on Rector announces internal mobility and determines its procedures and terms. The Rector may impose additional conditions.

3. The Recognition Commission determines the compatibility of the results achieved by the person wishing to transfer with the educational programs offered by the University in another educational program, for which it checks the compatibility of program components with the educational program of the University. On the recognition of the credits used. The University has the right to request additional documentation from a primary school student.

4. The recognition of credit points is formulated by a reasoned decision of the Recognition Commission, which indicates the compliance of the educational program implemented by the student with the program of the University, as well as the number of recognized credit units. Credits received under the program of the institution in which enrollment and training were conducted by the rules established by law, shall be subject to recognition.

5. As a result of the subject study, it becomes possible to determine the relevance of the courses taken by the student and provided by the educational program, regardless of the differences in their names.

6. If the curriculum of the educational program provides for free credits, it is allowed to recognize credits of the course/courses taken by the student, which are not provided by the educational program of the university.

7. On the basis of the consent of the student wishing to mobility, in accordance with the procedures established in this article, the University shall draw up a draft legal act on the admission of students to mobility, which shall be submitted to the National Centre for Quality Development in Education and attached with relevant information.

The electronic version shall be in the form established in the individual administrative-legal act of the Director of the Center.

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8. After receiving a positive opinion of the Center on the draft order, the Rector's order on admission of a mobility student will be issued until October 1 - autumn and March 1 - spring semester. The order will be reflected in the register within two working days after its publication and will be sent to the National Centre for Educational Quality Development within the framework of LEPL within three working days.

9. After making appropriate changes in the register of the student who has moved from the university due to mobility, the status of the student will be terminated by the act of the Rector of the University, and the documents in the personal file of the student will be issued within 7 days after the application of the student.

10. An applicant for mobility, who does not apply for admission within the time limits established by the University, loses the right to enroll in the mentioned educational program, except for the cases stipulated by the legislation.

11. In case of mobility, the order of termination of the student status and the electronic version of the relevant information shall be sent to the Centre in the form established by a separate administrative act of the Director of the National Centre for Quality Development of Education.

12. The procedure for credit recognition during internal mobility is carried out following the rules established in this article. The transfer of a student to another educational program through internal mobility is regulated by the Law on Rector. After completion of the internal mobility process, the University is obliged to submit information to the National Centre for Educational Quality Development within 2 weeks.

13. At the University, both in terms of mobility and internal mobility, it is desirable to offer the student an individual study plan.

14. If the amount of credit for a course of study studied by a student exceeds the amount of credit for a similar course of study presented in the educational program, the credit will be recognized according to the amount of credit set for the respective course of study in the university's educational program. The same rule applies when the course size is less than the number of credits available in the university. If there is a significant difference in the person, the university has the right to request the relevant course curriculum to determine the compatibility of learning outcomes.

15. The university has the right to calculate the load on students using credits by the rules established by law in the case of an educational program that is not completed under the European Credit Transfer System.

16. In the case mentioned in paragraph 15 of this article, the university has the right to request from the student documentation confirming the courses for which he/she has taken, based on which he/she will be able to award points for the indicated courses. These courses are awarded conditional credits under the following system: contact hours for each course are added

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Independent working hours (multiplied by contact hours by 1.5) and the number of hours received is divided by 25, i.e. the number of 1 credit hours. Non-integer credits calculated under this rule will be rounded to the nearest whole number (e.g. 4.51 will be rounded to 5 credits).

17. If a student's courses are graded on a five-point scale, his/her 100 credits will be rounded to the nearest whole number.

Transfer to Balian is made using the following system: 17.1. 5 - Friadi - A - 91 points;

17.2. 4 - "Good" - B - 71 points;

17.3. 3 - "Satisfactory" - E - 51 points.

18. The so-called Recognition of the undifferentiated "count" is as follows: by the arithmetic mean of the points received by the student in all courses (rounded to the nearest whole number). If a student has submitted only those courses that are graded only "including", the issue is resolved in the student's favor and he/she is given 91 points.

19. In the case of education in the occupied territories or in other cases provided by law for the recognition of education of persons wishing to continue their studies at the university, the Rector shall establish an appropriate recognition commission, which shall be authorized for the topics indicated. At the time of recognition, the Commission shall be guided by this Article.

#### **Article 14. Structure, content and transparency of the educational programme**

1. The educational program should correspond to the mission of the University, the requirements established by the legislation of Georgia should be drawn up in accordance with the European Credit Transfer System, the results of education should be described in accordance with the description of the Qualification System of Higher Education, have a holistic and logical system. To provide quality education. At the same time, the educational programme should be competitive, meet the requirements of the modern labour market and should define areas of employment.

2. 2. The educational programme shall specify:

2.1 The name of the programme;

2.2 Qualification for awarding;

2,3. The volume of the programme with loans. 2.3;

2,4. The language of instruction;

2.5. The purpose of the educational programme, which is to develop the competences of students and to define the scope of employment;

2.6. Compulsory condition for entering the programme;

2,7. The result of the training;

2.8. Methods of achieving learning outcomes;

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2.9. Student knowledge assessment system.

3. The program should be accompanied:

3.1. Course programs (curriculums);

3.2. Information on human and material resources required to implement the educational program;

3.3. Law on the approval of the program (the educational program must be developed and approved in accordance with the established rule);

3.4. Map of learning outcomes;

3.5. The structure of the educational program by semester.

4. The program shall specify:

4.1. The name of the course;

4.2. Author;

4.3. The objectives of the training course;

4.4. Number of credits and allocation of hours depending on student workload;

4.5. Prerequisites for admission;

4.6. Training results;

4.7. Content;

4.8. Methods of education

4.9. Evaluation criteria;

4.10. Basic and supporting literature.

5. Student activities (workload) may include:

5.1. Attendance at lectures, practical and/or laboratory classes;

5.2. Self-study;

5.3. Industrial or professional practice;

5.4. Preparation and passing of examinations;

5.5. Study and research work (e.g.: bachelor's, master's, seminar or doctoral thesis);

5.6 Protecting scholarly work and preparing for publication;

5.7. Other workloads that achieve learning outcomes.

6. The University, in accordance with its regulations, ensures access to education and its transparency, the creation of conditions for academic freedom of study, teaching and research, and the transparency of students' choice in the educational program provided by the choice of courses offered at all three levels of education. In addition, the university allows the student to create his or her own profile and, after overcoming the block of general subjects, to determine the professional direction, which is manifested in the completion of compulsory subjects of the corresponding major.

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### Article 15. Student knowledge assessment system and exams

1. The university has a multi-component system of evaluating students' knowledge, which is reflected in the curriculum of a separate component of the educational program and provides intermediate grades and final exam evaluations. Specific teaching methods and evaluation criteria are reflected in the respective curricula and programs.
2. The maximum grade for a course of study is 100 points.
- 3) The final exam is 40 points.
4. The right to take the final exam is granted to a student who has exceeded the minimum competence level of 35% for the intermediate grade.
5. A student is deemed to have passed the final exam if he/she has passed 50% or more of the final grade.
6. The grading system allows:
  - 6.1 Five types of positive grades:
    - 6.1.1. (A) Excellent - 91% or more of the maximum grade;
    - 6.1.2. (B) Very good - 81-90% of the maximum grade;
    - 6.1.3. (C) Good - 71-80% of the maximum score;
    - 6.1.4. (D) satisfactory - 61-70% of the maximum score;
    - 6.1.5. (E) Sufficient - 51-60% of the maximum score;
  - 6.2. Two types of negative ratings:
    - 6.2.1. (FX) failed - 41-50% of the maximum grade, which means that the student needs more work to pass and is allowed to take an additional exam while working independently;
    - 6.2.2. (F) Interrupted - 40% or less of the maximum grade, which means that the work done by the student is not sufficient and he/she must retake the course.
7. The grades stipulated in paragraph 7 of this article should be obtained on the basis of the summary of midterm grades and the final examination grade.
8. The student is entitled to take an additional examination in the same semester. The interval between the final grade and the corresponding additional examination shall be at least 5 days.
9. The course instructor has the authority to set a minimum competence threshold to obtain a positive grade in the case of an interim grade or a final examination. This is reflected in the relevant curriculum and programs. The peculiarities of the doctoral education program are regulated by the provisions of the Doctoral and Dissertation Council.
10. The organizational support for intermediate and final exams is provided by the Service for the Regulation of the Teaching Process.
11. The student is required to take the examination at the examination center within the time limits indicated in the examination schedule. Failure to attend the examination during the examination period for objective reasons is an exception, in which case the student is allowed to take the examination with the permission of the dean of the faculty on the basis of the student's application in the same semester.

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12. Intermediate examinations, final exams, and additional examinations are conducted in writing. Tickets for intermediate examinations and examinations are prepared by the leading professor of the discipline, are checked by the head of the educational program and after the approval of the Quality Assurance Service of the university are transferred to the Service of Student Regulation. The peculiarities of the doctorate program are regulated by the provisions of the Doctorate and Dissertation Council.

13. The course of the exams is controlled by observers consisting of representatives of the Quality Assurance Service, academic and/or administrative staff of the University by order of the Rector.

14. In the examination center, the student is obliged to observe the "rule of passing the exam" approved by the order of the Rector of the University.

15. The results of the exam are communicated to the student through electronic registration not later than 5 days after the exam. The principle of anonymity is observed when correcting examination papers. The examination sheet is transmitted to the professor in an encrypted form, the corrected document is returned to the service of study process regulation, where the code is removed from the sheet and the corresponding bill is recorded in the electronic registration journal.

16. After the publication of the examination results, the student has the right to appeal against a grade that is not acceptable to him/her. To exercise this right, the student appeals to the university no later than the second day after the results are recorded in the database.

17. On the basis of the complaint referred to in paragraph 15 of this article, the Rector of the University shall establish an Appeals Board and determine its rules of work.

#### **Article 16. Mechanisms of evaluation and quality assurance of the educational program**

1. The university has a quality assurance system in place, which includes:

The "Plan, Do, Test, Develop" cycle. With this in mind, the quality assurance system operates according to the following scheme:

1.1 In the first stage (plan) - the university (Quality Assurance Service) plans the work, defines aspects of the activities, develops questionnaires with the involvement of the faculties, and plans other activities (establishes a so-called action plan);

1.2 In the second and third phases (implementation/verification) - the university (Quality Assurance Service) starts the evaluation according to previously agreed on criteria and schedule, conducts surveys, monitors the educational process, identifies strengths and weaknesses of the educational process, and is authorized to involve stakeholders in the process;

1.3. Fourth stage (develop) - University (Quality Assurance Service) summarizes the results of the research, identifies the causes of the problems and develops appropriate recommendations to solve the problems.

2. Recommendations developed by the Quality Assurance Service will be submitted to the faculties and the Rector. Based on the above recommendations it is possible:

2.1. To change (modify) educational programs and training course Syllabi;

2.2. Change the assessment Criteria;

2.3. Change both academic and invited staff Quantity;

2.4. Improve material and technical The base;

2.5. Specified for effective management of the learning process

changes To be implemented in the structure of the University;

2.6. Sign additional memoranda of new practices On facilities;

2.7. Plan to conduct trainings in the field of education to raise students' awareness;

2.8. Conduct additional training courses for students on topics of interest to them;

2.9. Plan of conferences, seminars, etc.

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3. The implementation of the educational program is mainly carried out through interviewing/interviewing students, graduates, employers, academic and guest staff, and monitoring the learning process. At the end of each academic year or semester, the above-mentioned persons fill in special questionnaires. (The questionnaires are an integral part of this rule and are presented as annexes). In the case of students, these questionnaires are placed in an electronic database of student performance.
4. The relevant staff of the Quality Assurance Service attends lectures/workshops for monitoring purposes, analyze student performance, and develop appropriate recommendations for improving the educational program or the individual study course.
5. One of the additional mechanisms of quality assurance for the University is the systematic assessment of the quality of professional development of the academic and visiting staff of the University, which is reflected in their annual or semester reports (according to the approved form). Reports reflect information about their achievements, participation in international conferences, publication of articles, local or international grants, etc.
6. In addition to the questionnaires developed by the University, after completion of each course of study, the student should contact the Quality Assurance Service via e-mail. The student should describe two things he/she has learned during the course and will use in the future, two things he/she thinks about Shortcomings of the training course, and recommendations for changing the training course.
7. The University reviews analyze and implement more effective mechanisms on a quarterly basis.

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**Article 17. Attribution of qualifications and issuance of diplomas**

1. After the student has achieved the results of the training provided by the respective educational program, the student shall obtain the qualification provided by the program and shall receive a diploma confirming this qualification in accordance with the requirements provided by the legislation of Georgia. The diploma shall be issued in Georgian and English languages. 2. The Qualification Body for Bachelor's and Master's Degrees is the Council of the Faculty, while the Council for Defense of Doctorate Theses is the Council of the Faculty.

The Organizational support for issuing the diplomas and their annexes is provided by the Educational Process Regulation Service. The person responsible for issuing the diploma, its storage, filling in, and compiling the registration journal is determined by the order of the Rector.