



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

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Georgian Aviation University The Regulations of the Educational Process

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2 Revisions


Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Council. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
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2.1 Revision Records

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4 Documentation Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

4.1 Document Distribution List

Organization	Format	Copy N:
Quality Service	Hard Copy	Master Copy
Quality Service	Electronic Version	Electronic Version
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5 General Provisions

Article 1. General provisions

1. 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

2. The languages of instruction at the university are Georgian and English. Additionally, certain Georgian language educational programs integrate English language teaching components. Instruction in English can only be implemented with the approval of the Ministry of Education, Science and Youth of Georgia.

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6 Educational Program, its components and features

Article 3. The scope of the educational program, duration of study, and academic calendar

3. The university implements an educational program at all three levels. The bachelor's program consists of 240 credits (with the exception of the business administration program, which may be 180 credits), the master's program consists of 120 credits (with the exception of the business administration program, which may be 60 credits), and the doctoral program spans 3 years, comprising both research and academic components (not exceeding 60 credits in total).

4. According to the credit system, a student's workload for one academic year (38 academic weeks, 19 weeks per semester) includes an average of 60 credits, while one credit includes students' academic activities (workload) for 25 astronomical hours.

5. The tuition fee for a student registered for a semester is determined based on their individual needs and the cost of the credits for the courses they need to complete.

6. The academic calendar, which outlines matters related to the planning of the educational process, is approved by the decision of the governing council.

Article 4. The procedure for obtaining student status on a Bachelor's degree educational program

1. Student status can be obtained by successfully passing the Unified National Examinations, as defined by Georgian Legislation. Additionally, student status can be acquired through the mobility procedures.

2. Admission to a bachelor's educational program for individuals eligible to continue their studies without passing the Unified National Examinations is carried out according to the rules set by the Ministry of Education, Science, and Youth of Georgia. The university is authorized to establish additional conditions for applicants through a Rector's act, which may include assessing the applicant's competencies in Georgian/English or other relevant areas prior to the issuance of the Minister's order.


3. To be eligible for admission to the university's bachelor's program through the Unified National Examinations, an applicant must possess a certificate of full general education or an equivalent qualification. Admission is granted based on the ranking of scores obtained in the national exams. Once the ranking is determined, the student signs the corresponding agreement with the university.

4. Individuals who have studied and received a certificate of full general education or basic general education within the last two years at general educational institutions located in the occupied territories, as defined by the Georgian Law on "Occupied Territories," are required to provide a document of recognition of their education.

5. To acquire student status, the applicant must apply to the university within the timeframe set by the Rector's order and provide the documents outlined in Article 7 of this document.

6. The admission of an applicant to the university is formalized by a Rector's unified act, issued no later than October 1st, and must be submitted to the Georgian Education Management Information System within 15 days of issuance.

7. An individual listed in the ranking document but not included in the Rector's unified act within the specified deadline due to not applying to the university can request admission until June of the following year. Once the necessary admission documents are submitted, the Rector is obligated to fulfill the request by issuing an order for enrollment, ensuring the individual's participation in the academic process and attainment of learning outcomes as per legal requirements. The Rector's act must be submitted to the

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Georgian Education Management Information System within 15 days of issuance. Admission through this process disqualifies the applicant from using any awarded state scholarships.

Article 5. The procedure for obtaining student status on a Master’s degree educational program

1. A person holding a bachelor's degree or an equivalent academic qualification are eligible to enroll in a master's program if they successfully pass the general master's exam and the university's internal exams. Student status can also be obtained through the mobility process. Students must submit the documentation outlined in Article 7 of this regulation. Candidates for master's programs who do not take the general master's exam are admitted to the university according to the rules set by the Ministry of Education, Science, and Youth of Georgia.
2. After successfully passing the general master's exam for the master's program direction approved by the Government of Georgia, the candidate must take the exam(s) determined by the university for admission to the educational program.
3. The thematic content of the university exam is submitted by the head of the relevant master's educational program to the dean of the faculty, who approves it. The agreed-upon topics are published on the university's official website. Registration of master's candidates for the exam(s) set by the university takes place in accordance with the procedure and timeline established by the Rector's act. The registration period for master's candidates cannot be less than 5 calendar days from the date of the Rector's act being posted on the official website.
4. The organization of the internal university exam for admission to master's programs, the deadlines for submitting appeals, and the members of the appeals commission are determined by the Rector's act.
5. If the educational program requires English language proficiency as a prerequisite for admission, this can be demonstrated either through an internal university exam or by presenting an international certificate confirming a B2 (Upper Intermediate) level of proficiency, which exempts the student from taking the internal exam.
6. The following international certificates must be submitted for recognition:

Test	Mimimum Point
EF SET	51
IELTS	5.5
TOEIC (R&L) Total	785
Cambridge English Scale	160
TOEFL iBT	72
Global Scale of English (Pearson)	59

7. The admission of a master's candidate to the university is carried out based on a agreement signed between the university and the candidate.
8. For individuals with whom the agreement outlined in paragraph 6 of this article has been signed, a unified act of the Rector is issued, which is sent to the National Assessment and Examinations Center and the Education Management Information System by October 5. The Rector's act includes the master's student's name, surname, personal identification number, general master's exam identification code, tuition fee, and the educational program the student has been admitted to. By October 7, the university submits

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the information about enrolled individuals in electronic format to the National Assessment and Examinations Center, in accordance with the form established by the Center's Director's individual administrative-legal act.

Article 6. The procedure for obtaining student status on a Doctoral degree educational program


1. 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. Documentation to be submitted by students to the university

1. The student must submit the following documents to the university:
 - 1.1. A copy of the identity document;
 - 1.2. A document verifying the relevant qualification (for bachelor's programs – a certificate of full general education; for master's programs – a bachelor's diploma; if education was obtained abroad, a document certifying the recognition of foreign education must be provided);
 - 1.3. A document certifying the recognition of education for individuals who, within the last 2 years, studied and received a certificate of full general or basic general education in educational institutions located in the occupied territories as defined by the Georgian Law on "Occupied Territories";
 - 1.4. A document confirming military registration (only for male citizens of Georgia);
 - 1.5. 2 photographs (3x4) and their electronic version saved on a CD;
 - 1.6. A document confirming payment of tuition fees (taking into account any awarded state educational, state master's, or other types of grants);
 - 1.7. Other documents required as prerequisites for admission on the educational program.

Article 8. Student Rights and Responsibilities

1. The student exercises the rights granted to them under the Law of Georgia on "Higher Education."
2. The student is obligated to study all subjects they voluntarily chose and those that are mandatory according to the program established by the university. The student must adhere to the university's regulations, internal rules, and other internal acts governing the educational process. Additionally, the student should, to the best of their ability, participate in surveys conducted by the university, aimed at improving the quality of the respective educational programs.

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Article 9. Tuition fees, Administrative and Academic Registration


1. The annual tuition fee is determined by the Rector in accordance with Georgian legislation.
2. The annual tuition fee is paid before the start of each semester. The payment deadlines are determined by the Rector's act.
3. Administrative registration refers to the payment of tuition fees.
4. The university has an electronic student academic performance system, which is a specialized program designed for the efficient, high-quality, and convenient management of the educational process.
5. Academic registration refers to enrolling in courses within the educational program each semester, which is confirmed by the student's readiness to take the courses outlined in the schedule. The respective faculties ensure the smooth execution of this process.

Article 10. Suspension and Reinstatement of Student Status

1. A student's status may be suspended for a period of no more than 5 years. Suspension of student status means the student is released from fulfilling their rights and responsibilities without terminating their student status.
2. Student status may be suspended for the following reasons:
 - 2.1. Failure to complete administrative (financial debt) or academic registration;
 - 2.2. Illness, if it is documented that the student is unable to participate in the educational process;
 - 2.3. Studying at a higher education institution abroad (excluding exchange educational programs);
 - 2.4. Conscription for mandatory military service;
 - 2.5. Personal request;
 - 2.6. Initiation of criminal proceedings against the student, until a verdict is reached;
 - 2.7. If a foreign citizen admitted without passing the Unified National or General Master's exams does not have an evaluation in at least one component of the academic program within 45 calendar days of academic registration.
3. The suspension of a student's status is formalized by an act of the university's Rector, which is recorded in the educational institutions registry within 5 days of issuance.
4. Information about students whose status has been suspended based on point 2.7 must be reported to the State Services Development Agency within 5 days after publication.
5. If the student's status is suspended after the semester has begun, their interim assessments are voided, and the tuition fee for the semester is not refunded.
6. Reinstatement of student status is possible no later than 3 weeks after the start of the academic process, ensuring that learning outcomes are achieved as per the regulations. After 3 weeks, reinstatement can occur based on an individual study plan agreed upon with the student. Reinstatement is formalized by a Rector's act, which is also entered into the educational institutions registry within 5 days.

Article 11. Termination of Student Status

1. Student status may be terminated for the following reasons:
 - 1.1. Suspension of student status for more than 5 years during their studies at the university;
 - 1.2. Completion of the educational program by the student at the relevant level of study;
 - 1.3. Failure to meet the requirements of the educational program;

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- 1.4. Death;
- 1.5. Personal request;
- 1.6. Other cases as provided by the current legislation of Georgia.
2. The legal consequences outlined in the act of termination of student status take effect twelve months after the issuance of the order. During this time, the student's status is considered suspended.
3. The university is obligated to inform the concerned individual when the issue of terminating the student's status is raised.
4. The termination of student status is formalized by a justified order of the university's Rector, which is recorded in the educational institutions registry in accordance with the law.
5. In the event of termination of student status, reinstatement is permitted in accordance with the procedures established by law.

Article 12. An individual with the right to mobility and internal mobility

1. An individual has the right to mobility if they have been enrolled in the university in accordance with the procedures established by law and are a student of the university at the time of registration as a mobility applicant on the electronic portal.
2. An individual also has the right to mobility if they have obtained student status in accordance with the procedures established by law but have had their student status suspended at the time of registration on the electronic portal. Additionally, an individual who has successfully passed the Unified National Examinations and has been unable to apply for enrollment in the institution specified in the ranking document approved by the Minister of Education, Science, and Youth of Georgia due to the institution being liquidated without a designated successor, losing its authorization, or the educational program no longer being offered also has the right to mobility.
3. A student apply for mobility one year after starting their studies at the appropriate level of higher education.
4. If the institution has been liquidated without a designated successor, lost its authorization, or the educational program is no longer being offered, the student is granted the right to mobility regardless of the duration of their study period.

Article 13. Mobility, Internal Mobility, Recognition of Education Acquired During Study Period

1. Mobility can be done within the same level of higher education. Mobility to an educational program at a different level of education is not permitted.
2. The list of documents to be submitted by the mobility applicant, deadlines, the composition of the credit recognition committee (by faculty), and any necessary prerequisites for enrollment in educational programs (if required), which involves determining the compatibility of the mobility applicant's knowledge and skills with the educational program, are established by an order of the university's governing council. Before the start of the new academic semester, internal mobility is announced by an act of the Rector, which also specifies its procedures and timelines. The Rector may establish additional conditions.
3. Students who were enrolled to higher education institutions based on the Unified National Examinations of 2020 and wish to do mobility must meet the admission prerequisites of the receiving

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program and have passed the relevant subject on the Unified National Examinations (with a minimum competency threshold).

4. If the student has not passed the subject on the Unified National Examinations that is required by law for areas of study in higher education programs, the student is entitled to register for the Unified National Examinations solely for the purpose of taking that subject or subjects.

5. The recognition committee assesses the compatibility of the learning outcomes achieved by the mobility applicant in another educational program with those offered by the university. To do this, it verifies the alignment of the components of the program completed by the student with the university's educational program, the legality of the student's enrollment, the possibility of recognizing the completed program, and prepares a conclusion regarding the recognition of credits earned by the mobility applicant. The university is entitled to request additional documentation from the student's original higher education institution.

6. The recognition of credits is formalized by a justified decision of the recognition committee, which specifies the alignment of the educational program completed by the student with the corresponding program at the university, as well as the number of credits recognized. Credits obtained within the program of the institution, for which enrollment and instruction were carried out in accordance with the procedures established by law, are subject to recognition.

7. Through a thorough evaluation, possible to determine the compatibility of the courses completed by the student with the educational program, regardless of differences in their titles.

8. If the curriculum of the educational program includes free credits, then it is possible to recognize the credits for courses completed by the student that are not part of the university's educational program.

9. With the consent of the student seeking mobility and in accordance with the procedures established in this article, the university will draft a legal act for the student's admission via mobility. This will be submitted to the Education Management Information System (EMIS) along with the electronic version of the related information, following the format specified by the Director's individual administrative-legal act.


10. After receiving a positive conclusion from the center on the draft order, the Rector's order for the student's admission via mobility is issued by October 1 for the fall semester and by March 1 for the spring semester. The order is entered into the registry within two working days of issuance and is sent to the Education Management Information System (EMIS) within three working days.

11. The status of a student who transfers to another university via mobility is terminated by the Rector's act after the relevant changes are made in the registry. Upon the student's request, documentation from their personal file is issued within 7 days, as requested.

12. A mobility applicant who does not submit an application for enrollment within the timeframe established by the university loses the right to be admitted to the respective educational program, except in cases provided for by law.

13. In the case of mobility, the order for the termination of student status and the electronic version of the related information are submitted to the center in accordance with the format established by the individual administrative-legal act of the Director of the Education Management Information System (EMIS) by October 7 for the fall semester or by March 7 for the spring semester.

14. The credit recognition procedure during internal mobility is carried out in accordance with the rules established by this article. The transfer of a student to another educational program through internal

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mobility is formalized by a Rector's act. After the internal mobility process is completed, the university is required to provide the information to the Education Management Information System (EMIS) within 2 weeks.

15. It is advisable for the university to offer the student an individual study plan during both mobility and internal mobility.

16. If the credit value of a course completed by the student exceeds the credit value of a similar course in the educational program, the recognition of credits is carried out in accordance with the credit value established for the corresponding course in the university's educational program. The same rule applies if the credit value of the course is less than that of the university's equivalent course. In cases of significant differences, the university is entitled to request the syllabus of the relevant course to determine the compatibility of the learning outcomes

17. The university is authorized to recalculate the student's workload in credits in accordance with the procedures established by law, in the case of an educational program that has not been completed under the European Credit Transfer System (ECTS).

18. In the case specified in paragraph 17 of this article, the university is entitled to require the student to provide documentation confirming the courses they have completed, based on which credits for these courses can be assigned. Conditional credits for these courses are granted according to the following system: the contact hours of each course are added to the independent study hours (by multiplying the contact hours by 1.5), and the resulting number of hours is divided by 25, which represents the number of hours per 1 credit. Credits calculated using this system that are not whole numbers are rounded up to the nearest whole number (for example, 4.51 is rounded up to 5 credits).

19. If a student's courses have been graded using a five-point scale, the conversion to a 100-point scale is carried out as follows:

19.1. 5 - "Excellent" - A - 91 points;

19.2. 4 - „Good“ - B - 71 points;


19.3. 3 - „Satisfactory“ - E - 51 points.

20. The so-called non-differentiated "pass" is recognized as follows: the arithmetic average of all the student's grades is calculated (rounded to the nearest whole number). If the student has only submitted courses graded as "pass," the issue is resolved in favor of the student, and they are assigned 91 points.

21. For the recognition of education for individuals wishing to continue their studies at the university who have obtained education in the occupied territories or in other cases provided by law, a recognition committee is established by the Rector's order. The committee is authorized to request documents from the individual confirming the courses they have completed. If it is impossible to provide such documents, the committee has the right to conduct exams on the subjects specified by the individual. During recognition, the committee follows the guidelines of this article.

Article 14. Educational Program Structure, Content, and Transparency of Choices

1. The educational program must align with the university's mission, comply with the requirements set by Georgian legislation, be structured according to the European Credit Transfer System (ECTS), and have its learning outcomes described in accordance with the higher education qualification frameworks. The program should have a consistent and logical system, offer transparency in choices, and focus on providing

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high-quality education to students. Additionally, the educational program must be competitive, meet the demands of the modern labor market, and define potential employment sectors.

2. The educational program specifies:

- 2.1. Program title;
- 2.2. Qualification awarded;
- 2.3. Program volume in credits;
- 2.4. Language of instruction;
- 2.5. Educational program objectives aimed at developing student competencies and defining employment sectors;
- 2.6. Admission prerequisites;
- 2.7. Learning outcomes;
- 2.8. Methods for achieving learning outcomes;
- 2.9. Student knowledge assessment system.

3. The program must be accompanied by:

- 3.1. Course syllabi;
- 3.2. Information on the human and material resources necessary for implementing the educational program;
- 3.3. The act of program approval (the educational program must be developed and approved in accordance with established procedures);
- 3.4. A learning outcomes map;
- 3.5. The educational program structure by semesters.


4. The syllabus must include:

- 4.1. Course title;
- 4.2. Author;
- 4.3. Course objectives;
- 4.4. Number of credits and hour distribution based on student workload;
- 4.5. Admission prerequisites;
- 4.6. Learning outcomes;
- 4.7. Content;
- 4.8. Teaching and learning methods;
- 4.9. Assessment criteria;
- 4.10. Primary and supplementary literature.

5. A student's activities (workload) may include:

- 5.1. Attending lectures, practical and/or laboratory sessions;
- 5.2. Independent study;
- 5.3. Industrial or professional practice;
- 5.4. Exam preparation and completion;
- 5.5. Work on academic-research (such as a bachelor's, master's or doctoral thesis);
- 5.6. Defense of academic-research work and preparation for publication;
- 5.7. Other tasks aimed at achieving learning outcomes.


6. The university, in accordance with its statute, ensures accessibility and transparency of education, fosters academic freedom in teaching, learning, and scientific research, and guarantees transparency of

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choice for students as outlined in the educational program. This is achieved through the selection of courses offered within the educational programs of all three levels. Additionally, the university allows students to create their own academic profiles and, after completing the general faculty course block, determine their professional direction by completing the required courses for their corresponding major.

Article 15. Student Knowledge assessment System and Examinations

1. The university employs a multi-component student knowledge assessment system, which is outlined in the syllabus of each educational program component and includes interim assessments and a final exam evaluation. Specific teaching methods and assessment criteria are detailed in the corresponding educational programs and syllabi.
2. The maximum score for a course is 100 points.
3. The final exam is worth up to 40 points.
4. A student is eligible to take the final exam if they have achieved at least 35% of the minimum competency threshold in the interim assessments.
5. A student passes the final exam if they score 50% or more of the final exam's points.
6. The grading system allows for:
 - 6.1. Five types of positive assessments:
 - 6.1.1. (A) Excellent – 91% or more of the maximum score;
 - 6.1.2. (B) Very good –81-90% of the maximum score;
 - 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 assessments:
 - 6.2.1. (FX) Failed – 41-50% of the maximum score, meaning the student needs more work to pass and is allowed to retake the exam once after additional independent study;
 - 6.2.2. (F) Fail – 40% or less of the maximum score, meaning the student's work is insufficient, and they must retake the course from the beginning.
7. The grades outlined in paragraph 6 of this article are awarded based on the total of the interim assessments and the final exam score.
8. A student is allowed to retake the final exam only if they have met the minimum competency threshold in both forms of assessment, meaning they have accumulated 41 points.
9. A student is allowed to take a additional exam within the same semester. The interval between the final exam and the corresponding additional exam must be at least 5 days.
10. The course instructor has the authority to set a higher minimum competency threshold for achieving a passing grade on both interim assessments and the final exam. This must be reflected in the respective educational program and syllabi. Specific details related to doctoral programs are governed by the regulations of the Doctoral and Dissertation Council.
11. The organizational support for conducting interim assessments and final exams is provided by the Service for the Regulation of the Teaching Process.
12. A student is required to take the exam at the examination center within the deadlines set by the exam schedule. An exception is made for missing an exam during the exam period due to objective reasons. In

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such cases, the student is allowed to take the exam in the same semester with the permission of the faculty dean, based on the student's request.

13. Interim assessments, final exams, and supplementary exams are conducted in written form. Exam tickets for interim assessments and exams are prepared by the lead professor of the course, reviewed by the head of educational program, and submitted to the Service for the Regulation of the Teaching Process after approval from the University Quality Assurance Service. Specific details related to doctoral programs are governed by the regulations of the Doctoral and Dissertation Council.

14. The monitoring of exam processes is overseen by the Deputy Rector for Educational Field, who assembles the monitoring group.

15. In the examination center, the student is required to follow the "Exam Conduct Rules" approved by the Rector's order.

16. Exam results are made available to the student via the LMS no later than 5 days after the exam. The principle of anonymity is maintained during the grading process. The exam paper is given to the professor in an encrypted form, and once graded, it is returned to the Service for the Regulation of the Teaching Process, where the encryption is removed and the grade is entered into the LMS.

17. After the publication of exam results, a student has the right to appeal an unsatisfactory grade. To exercise this right, the student must submit an appeal to the university no later than five days after the results are entered into the LMS.

18. Based on the appeal mentioned in paragraph 17 of this article, the Rector of the university establishes an appeals committee and determines its operating procedures.


Article 16. Mechanisms for Educational Program Evaluation and Quality Assurance

1. The university operates a quality assurance system, which follows the "Plan-Do-Check-Develop" cycle. The quality assurance system functions according to the following scheme:

- 1.1. In the first stage (Plan) — the university (Quality Assurance Service) plans the upcoming work, identifies activity aspects, develops questionnaires with faculty involvement, and plans other activities (establishes an action plan and schedule);
- 1.2. In the second and third stages (Do/Check) — the university (Quality Assurance Service) begins evaluation according to agreed-upon criteria and schedule, conducts surveys, monitors the learning process, identifies the strengths and weaknesses of the educational process, and is authorized to involve interested parties in this process;
- 1.3. In the fourth stage (Develop) — the university (Quality Assurance Service) summarizes the research results, identifies the causes of problems, and develops relevant recommendations for solving them.

2. Recommendations developed by the Quality Assurance Service are submitted to the faculties and the Rector. Based on these recommendations, the following actions may be taken:

- 2.1. Modification of educational programs and course syllabi;
- 2.2. Revision of assessment criteria;
- 2.3. Adjustment of the number of academic and invited staff;
- 2.4. Improvement of the material and technical base;
- 2.5. Structural changes in the university for more effective management of the learning process;
- 2.6. Signing of additional memorandums with new practice sites;

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- 2.7. Planning of training sessions to raise awareness in the field of education for students;
- 2.8. Conducting additional training courses on topics of interest to students;
- 2.9. Planning of conferences, seminars, etc.

3. The evaluation of the implementation of educational programs is primarily conducted through surveys/interviews with students, graduates, employers, academic and invited staff, and by monitoring the educational process. At the end of each academic year or semester, these individuals complete special questionnaires. (The questionnaires are an integral part of this regulation and are presented in the form of attachments).

4. A designated staff member of the Quality Assurance Service attends lectures/practical sessions for monitoring purposes, analyzes student academic performance, and develops appropriate recommendations for improving the educational program or individual courses.

5. An additional quality assurance mechanism for the university is the systematic evaluation of the professional development of academic and invited staff, which is reflected in their submission of annual or semester reports (in the approved format). These reports include information on their achievements, participation in international conferences, publication of articles, securing local or international grants, and more.

6. The university reviews, analyzes, and implements more effective quality assurance mechanisms each semester.

Article 17. Awarding of Qualification and Issuance of Diploma

1. Upon achieving the learning outcomes stipulated by the respective educational program, a student is awarded the qualification provided by the program and is granted a diploma certifying this qualification, in compliance with the requirements of Georgian legislation. The diploma is issued in both Georgian and English.

2. The body responsible for awarding qualifications at the bachelor's and master's levels is the Faculty Council, while at the doctoral level, it is the Faculty Dissertation Council.

3. The organizational support for issuing diplomas and diploma supplements is provided by the Service for the Regulation of the Teaching Process. The person responsible for the issuance, storage, completion of diplomas, and maintenance of the registration journal is appointed by the Rector's order.