

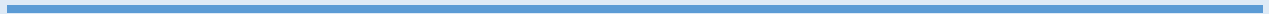



# Student's Guide

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Georgian Aviation University

Student's/ Vocational Student's Guide



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## Aim

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Aim of the guide is to inform students/ vocational students (hereafter student) swiftly and precisely over university's environment, deliver information related to academic requirements, educational process, university's life as auditorium related as out-of-the building and possibilities offered by the university.


## Data-Base of Student's Academic Achievements

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Data-Base gives possibility effectively to plan your educational process, and is available 24/7. Registration to study courses is possible minimum 2 weeks prior to semester initiation. Also, Data-Base gives access to various electronic resources and surveys.


**Attention!** Students register to data-base with following identification data: name, surname, ID number, cell number, e-mail. Each student shall have Gmail account under university's domain @ssu.edu.ge. Every structural unit of the university applies e-mail for communication with students. Thus, each student is obliged to use mentioned e-mail account.

Data-Base is available through following link: <http://students.av.ini.ge>

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## Registration/Authorization

for initial access, 11-digit ID number should be entered into both of the fields. Then, systems give availability to change password in to any preferred. Minimum 8 symbols, at least one in uppercase, are required to create new password. Afterwards, for further access to the data-base ID and new password should be used.

  
INI.GE


## Authorization

Get student authorization or Prof. Teacher According to the data

Username

Continue


[Lost your data?](#)

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## Academic Calendar

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Each academic year is divided into two, fall and spring semesters. Duration of each semester is 19 weeks, 14 from which are assigned to teaching process. Remaining 5 weeks are assigned for mid-term and final examination. Rector's individual legal act is being issued per each academic year, determining dates of semester initiation, academic and administrative registration, practices and thesis defences. Document is available on the webpage.

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## Study and Assessment

Each student is obliged to fulfill requirements of educational program, to which one is enrolled. Volume of undergraduate program is 240 ECTS credits distributed over 8 semesters. Volume of the Graduate program is 120 ECTS credits distributed over 4 semesters. Volume of the Doctoral program is 180 ECTS credits distributed over 6 semesters.

To complete educational program and award qualification, student must accumulate credits determined by educational program, through achieving positive assessment in every study course.

Assessment system is standard. Maximum assessment is 100 point. Student may achieve five types of positive and two types of negative assessment:

Positive assessments:

- "A" Excellent – 91-100 points of assessment;
- "B" Very good – 81-90 points of maximal assessment;
- "C" Good – 71-80 points of maximal assessment;
- "D" Average – 61-70 points of maximal assessment;
- "E" Satisfactory – 51-60 points of maximal assessment;

And two types of negative assessment:

- "FX" Did not pass – 41-50 points of maximal assessment, which means the student needs to work harder and is allowed to retake the exam one more time after working independently;
- "F" Fail – 40 points or less of maximal assessment, which means the student's work is insufficient and he/she has to retake the course.

Assessment criteria of each study course is given in syllabuses, which are available at Data-Base of Student's Academic Achievements.


Vocational education programs created on the basis of the framework document are carried out with a deterministic assessment. Formative assessments may be used individually by vocational education vocational teachers, but without scoring.

Practical assessment in professional/field theoretical modules provides for a unified evaluation of the learning outcomes defined in the modules with a final open/closed test, in which the vocational student must answer positively to at least 75% in order to be considered to have received the credit.

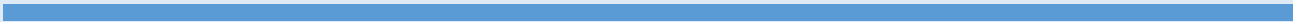
Deterministic evaluation provides for the use of the system based on the principles of calculation only and allows the following two types of evaluation:


- a) The learning outcomes has been confirmed;
- b) The learning outcomes could not be confirmed.

In case of receiving a negative result during the final assessment, the vocational student has the right to request two additional assessments of the achievement of learning outcomes (both assessments within a period of no more than one month) before the end of the program. In case of failure to confirm the learning

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results as a result of all three attempts, the professional student must retake the module. In this case, learning on the module starts no less than 90 days after the date of the exam.



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# Examination Administering Regulation

[Regulation is available at university's webpage](#)

## General Provisions

Educational process regulation service assures organized administrering of written (mid-term, final/additional) examinations.

Schedule of mid-term and final examinations are distributed to students through email, not later then two weeks prior to examination period, additional examinations are announced not earlier then five days after announcement of final examination's results.


Form of examination, quantity of questions and assessment criterias are determined by teacher and are given in syllabus.

During ten days after announcmenet of results, student has right to apply to faculty dean and request to study exam paper and review of results

Maximum duaration of the examination process is two hours.


## Rules of Student's Behaviour During Examination

1. Student is obliged to be present at examination venue according to the schedule, if failed to do so student shall be denied access to examination;
2. student must have a student ticket or ID card otherwise the student will not be allowed to take the exam.
3. Entering the examination center, the student must leave his or her things (bag, concept, book, etc.) in a specially designated place, the use of which is not allowed during the examination.
4. It is prohibited to bring anything to the exam except are for a writing pen, calculator, and water.
5. Students are distributed in the examination center at the site indicated by the observer. There should be nothings on the table except the Student's ticket or ID card, writing pen, calculator, and water.
6. It is prohibited to bring written or recorded information to any type of information saver (paper, e-mail recorder, etc.) at the desk, including a mobile phone. This violation will be considered an attempt to copy, the student will be removed from the exam and his or her grade will be zero.
7. It is prohibited to exchange information between students in any way during the exam, which will be considered as an attempt to copy (dictate). Students will be removed from the exam and their grades will be zero.
8. The student must check the defect of his or her exam paper, in case of damage, he or she should apply to the observer.
9. The student must write his or her name, surname, faculty, exam date, subject's name and lecturer's name and surname in the appropriate place on the cover of the exam ticket.

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10. The student cannot put an identifying mark (Name, Surname, Phone Number, Address, etc.) on the exam, paper or any kind of graphic image (figure, inscription, etc.) that is not connected to the test task. If you find any clues on the exam paper, the writing will not be corrected.
11. The student has the right to leave the examination center as needed or for other objective reasons (for example bad health condition).
12. Students must follow the observer's decision, including the decision about his or her removal from the exam. Otherwise, his or her actions will be considered as a gross violation of the Ethics Code of the Georgian Aviation University, which is the basis for stopping the student's status.
13. After finishing his or her work, student must present the observer the student's ticket and submit the exam paper.



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## The Code of Ethics

The Code of Ethics (further-Code) of the Georgian Aviation University (further- the University) is a set of rules of conduct, which must be followed by an Academic and Invited staff (further - the staff) and students. The Code's aim is to help the staff and the students in solving and identifying ethical issues that may become in their work or studying process. The Ethics Code is based on the principles of honesty, fairness, integrity, equality, and legality.

[The Code of Ethics is available at University's webpage](#)

## Standards of The Code of Ethics for Students

The student must respect the university, university staff, persons who are working in the university, and other students. Also, he or she must comply to defend all the requirements of the code, as the rules which are described in the University's internal regulations document.

Accord to the Code, unacceptable, and unethical behavior of a student is:

2.1 Abuse, slander, and violence against other students, co-workers, and other persons, working in the University.

2.2 Academic subdivision, which indicates:

2.2.1 Copying the work of another student or other students, Use the help of material, which lecturer denied before.

2.2.2 Passing test for another student;

2.2.3 Getting confidential exam information;

2.2.4 The presentation of the work of another person as his own;

2.2.5 Without quoting the source, quoting someone else's work or expression - plagiarism;

2.2.6 an attempt to obtain an assessment using physical or psychological impact, fraud or other unacceptable means;

2.2.7 Falsification data of the university;

2.3 Using and distribution of drugs and an alcohol


2.4 Moving of the territories of the Universities with the firearms, cold steel, explosives or the other dangerous substances;

2.5 Smoking of the Universities Territories;

2.6 Obstruction of the learning process in various forms or other means, involving noise and use of mobile phones in the library, and doing the same during the lectures or the exams in the auditoriums;

2.7 Damage University's property;

The determination of the fact of academic fraud in the examination work means a negative grade of the relevant work and in case of getting a bachelor's, master's degrees or dissertation, the student status will be terminated.

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Any of the university's staff members has right to provoke disciplinary proceeding against a student, or a student who was harmed by the unlawful conduct of the latter.

Decision to initiate disciplinary proceeding against a student must be formulated and based on evidences gained through appropriate regulation.

Special disciplinary commission, membered with not less than 3 persons is assembled by Rector's assignment according to faculty's submission, in order to assess disciplinary violation and objective study of circumstances.

## Disciplinary Sanctions Considered by The Code of Ethics

1. Sactions:
  - 1.1. Warning;
  - 1.2. Reprimand;
  - 1.3. Fine (if damaging property of the university);
  - 1.4. Termination of Student's status
2. Only one disciplinary measure can be applied towards one disciplinary violation. The commission is not limited in the choice of disciplinary sanctions.
3. The measure of disciplinary responsibility applied to the student must be proportional to the violation committed.
4. Termination of student's status is used as a measure of responsibility only if the student's disciplinary violation excludes future relations between the University and the student.

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# Plagiarism

## Aims and Objectives

Aim of the counter-plagiarism is to implement mechanisms of mutual respect, defending reputation of the university, teachers, and students, as well as to ensure the intellectual property of the university, respect for the work of others inside and outside the university. For this sole reason university sets procedures and mechanisms to detect, avoidance and response towards plagiarism

Coming out from aims of this regulation plagiarism may be all actions related to application of someone else's work, idea, audiovisual, literary, or other work without indication of the author shall be considered plagiarism.

## Basic Principles of Counter-Plagiarism


Based on aims of counter-plagiarism, university relies on following four principles:

- Informativeness;
- Prevention;
- Detection mechanisms;
- Response mechanisms;

1. The university, based on the principle of awareness, creates an appropriate legal act/acts, ensures their implementation, which means that the rules are introduced to the university staff, students, vocational students and available to them at any time.
2. Preventive measures of the University are awareness-raising as well as the introduction of plagiarism teaching in training courses, modules of any level, and checking the rules of plagiarism protection during the evaluation process.
3. Based on the principle of a detection mechanism, the University allows any interested person to make a statement about a possible case of plagiarism, as well as introduces other procedures that include verification of works created in the University space by the University staff, the creation and use of electronic databases, the introduction of comparison and/or testing Programs.
4. The university should ensure the introduction of response mechanisms, in particular, the work of the

## Application of Plagiarism

1. The staff of the University, as well as any student, professional student, trainee, working or invited to the premises of the University, must comply with the requirements outlined in this Rule and its Annex, otherwise, procedures for responding to plagiarism will be carried out.
2. In the process of implementation of the University activities and implementation of each educational program on plagiarism prevention:

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2.1. The academic and invited staff as well as other staff, students, vocational students, interns are obliged to observe the rules outlined in this article;

2.2 Any staff of the university, as well as students, vocational students, interns, are obliged to familiarize themselves with definitions of the form of plagiarism and to apply relevant rules in any activity;

2.3 University staff, including academic and visiting staff, shall take information and prevention measures, in particular for vocational students and students, to explain to plaintiffs the inadmissibility of plagiarism, its consequences, identification mechanisms, and response procedures;

2.4 University staff, including academic and visiting staff, must comply with the requirements of this rule when evaluating the work of students, vocational students, students to ensure that their work is evaluated according to the criteria defined by this rule;

2.5 University staff, including academic and guest staff, must identify plagiarism in the course of their activities and immediately contact the university administration in writing about possible plagiarism;

2.6. The student, professional student, the trainee is obliged to apply in writing to the administration of the university in case of possible plagiarism;

2.7 Any staff of the University, as well as a student, professional student or trainee, has the right to participate in the hearing of a plagiarism case if the case is related to human activity;

2.8. Any staff of the University, as well as the student/professional student/student, has the right to submit a request to the Commission in case of plagiarism against his/her and/or someone else's work;

2.9. The student, professional student, the student is obliged to be guided by the requirements of the legal acts in force at the University when developing documents.

## Authority reviewing Plagiarism Application and review Procedures


1. The use of plagiarism is reviewed by the Permanent Commission (hereinafter referred to as the Commission), which is established by the order of the Rector and includes the dean's ex officio, program managers, and the head of quality assurance.

2. Applications for plagiarism are submitted by the administration of the Commission for consideration and appropriate action. The Commission also has the right to consider the use of plagiarism on its own initiative.

3. the author of the application, the author of the article, the manager of the article, and/or another person may participate in the review process together with the commission.

4. In the case of plagiarism, the Commission also has the right to consider the issue and request an appropriate response.

5. The thesis supervisor is obliged to identify a case of plagiarism before defending a thesis (if any), and if such a thesis is submitted for defending a thesis, the supervisor will be responsible together with the student.

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6. The Commission shall consider the issue provided for in this article within 10 working days from the date of application and make the following decision:

7. In the case of plagiarism by a professional student, student, trainee during the course module, the university staff has the right to record zero points in the course module, without discussion by the commission. The student, professional student, the trainee has the right to request that such a case be considered by a permanent plagiarism commission.

7.1. For students:

7.1.1. Written warning;

7.1.2. Rating 0; 7.1.2.

7.2. For teachers:


7.2.1. Written warning;

7.2.2 Deprivation of academic degree.

8. Decisions on voting are taken by majority vote.

## Appealing Commission's Decision

1. The commission's decision may be appealed to the city court in accordance with the rules established by law.

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## Tuition Fee

Georgian Aviation University sets agile tuition fee payment system. Normally tuition fee is paid by semester, within dates determined for academic registration. Student, considering pre-requisites, registers on study courses, pays sum of registered credits (considering any study scholarship) within dates of administrative registration, and by help of senior manager of the faculty confirms registration and prints agreement;

### **Tuition fee must be placed to following bank account**

Identification Code 206155328  
 Telephone: 2773138  
 E-mail: mail@ssu.edu.ge  
 Bank: JSC "ProcreditBank"  
 Code: MIBGGE22  
 Account: #GE67PC0133600100056253 GEL


### **Indication of student's full name and ID number in must**

## Improving Study Scholarship

Students have the right to improve received scholarship. If you do not have a grant, or have received partial funding (50% or 70%), you can register for the Scholarship Improvement Exam, administered by the National Assessment and Examination Center, and improve your existing scholarship. Note that negative test scores will not be reflected on an existing grant.

## Additional Means of Funding

Ministry of Education and Science annually gives funds for students tuition under the Social Program. To receive funding, a student must submit an application to the Ministry of Education and Science or the relevant Educational Resource Center. For detailed information, contact the Ministry of Education and Science.

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## Library

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### General Provisions

University's structural unit, which provides the uninterrupted implementation of the university's teaching and research activities. Providing the staff and students of the university with a modern book fund, both printed and electronic format.

All students / vocational students / attendee and academic / invited staff have the right to use the library.

The student has the primary right to use the library, followed by the academic staff.

The book fund of the library includes several thousand units, which are systematically updated with new books purchased by the university. The library fund, both printed and electronic, corresponds to the literature in the syllabi. The largest portion of the literature is in Georgian, English and Russian.

A person trying to use the library must be a library member.

The library staff will help the reader to select the literature he / she needs and to develop the skills of using the catalogs.

The library is open: Monday to Friday: 09:00-20:00; Saturday: 10:00 to 15:00.

### How to receive Library Membership

Students / vocational students / attendees join the library once during the length of educational process.

The student is required to present an ID card and a student card when registering at the library.

Academic / invited staff of the University provide an ID card and contact information (mobile number, e-mail) when using the book fund.

The reader is obliged to inform the library in case of change of the personal data including the name, surname and contact information.


### Using of the Lybrary Resources, Scanner and Copier

The reader can use the literature taken from the library in the reading hall for the time he needs.

After finishing work in the reading room, the reader should hand over the book to a library staff.

The reader can use the computer, printer, copier and scanner in the library as well as all kinds of printed and electronic resources.

Wi-fi internet access is available in the library.

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## Deadlines for the return of the book to the library and cases of delay

The maximum date for taking a book from the library is 1 semester.

Upon the expiration of the returned date, the reader is obliged to return the book to the library. If the reader still needs the book, he can retrieve it.

If for any reason the reader is unable to return the book to the library at the required time, he or she must notify the library of the reason for the omission.

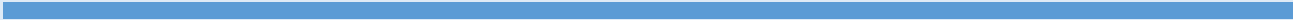
In case of loss or damage of the book taken from the library, the reader pays its fee or, if possible, provides its replacement.

## Rules of Conduct


It is restricted in the Library to:

- Eat;
- Smoke;
- Make Noise;
- Use cellphone;
- Damage books and/or study material;
- Violate other readers' rights.

Readers who violate the rules of conduct in the library will be subject to the sanctions provided by the Code of Ethics.





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## Student's Selfgovernment

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A voluntary student union "Georgian Aviation University Student Self-Government" is active in the university.

It consists of departments, which are the executive body of the student self-government created to achieve the goals set in a specific field.

These are:

- Education and Science;
- Culture;
- Sports;
- Tourism;
- Aircraft modeling;
- Public Relations Service (PR).

The Department of Education and Science plans and organizes debates, discussions, trainings, intellectual games, conferences and other educational-scientific events.


The Department of Culture plans and organizes theatrical, cultural, creative, and other activities permitted by law, as well as meetings with persons of interest to the student community.

The Department of Sports organizes competitions, championships in various sports, cooperates with individual sports federations and carries out other activities permitted by law.

The Department of Tourism plans and organizes hikes, excursions, leisure and unwinding activities, and other activities permitted by law.

The Department of Aircraft Modeling plans and organizes design and other research activities, arranges meetings with aviation specialists, holds conferences, symposiums and other meetings. The activities of the department include organizing demonstration competitions and exhibitions both in Georgia and abroad.

The Student Self-Government Public Relations service (PR) makes official statements on behalf of the Student Self-Government, notifies the student community and stakeholders and advertises student self-government activities, plans and conducts events; Ensures maximum representation of student interests in the functioning of student self-government.

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## Employment and Career Development

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Student employment and career development service has been introduced at the university. The Employment and Career Development Manager partners with aviation factories, airlines and various other companies in the field, provides internships according to educational programs, participates in employment forums, looks for vacancies, and supports student employment in relevant fields.

## For Additional Information Contact:

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All students can get support, with the relevant faculty, according to the following information:

**Faculty of Flight Training: 2nd Building, Room 212;**

Dean - Tornike Tepnadze; [t.tepnadze@ssu.edu.ge](mailto:t.tepnadze@ssu.edu.ge)

Manager - Nunu Gelashvili; [n.gelashvili@ssu.edu.ge](mailto:n.gelashvili@ssu.edu.ge)

**Faculty of Engineering: First Building, Room 402**

Dean - Vazha Kelikhashvili; [v.kelikhashvili@ssu.edu.ge](mailto:v.kelikhashvili@ssu.edu.ge)

Manager - Nona Tepnadze [n.tepnadze@ssu.edu.ge](mailto:n.tepnadze@ssu.edu.ge)

**Faculty of Business Administration: 2nd Educational Building, Room 231**

Dean - Giorgi Evgenidze; [g.evgenidze@ssu.edu.ge](mailto:g.evgenidze@ssu.edu.ge);

Manager - Mariam Khachidze; [m.khachidze@ssuedu.ge](mailto:m.khachidze@ssuedu.ge)