

## Appendix 1

**Update:** Caucasus University Board of Governors  
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Resolution N26

### **The Statute on the Student Status**

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## **Article 1. Student rights and responsibilities**

### **1.1. The student has the right to:**

1.1.1 receive a quality education;

1.1.2 Participate in scientific research activities;

1.1.3 get acquainted with the internal normative documents of the University, which define his/her rights and obligations, norms of ethics and academic good faith;

1.1.4 take an advantage of the opportunities provided by the regulation on "Rules for Conducting Examinations";

1.1.5 use the material-technical, library, information and other facilities of the University;

1.1.6 get the assistance of the Ombudsman and therefore, apply to the Ombudsman's office of Caucasus University;

1.1.7 On the basis of universal, direct and equal elections, elect and / or be elected by secret ballot in the student self-government bodies;

1.1.8 freely establish and / or join student organizations in accordance with his/her interests;

1.1.9 freely express his/her opinion;

1.1.10 enjoy the right of mobility from the second year of education in accordance with the rules defined by the legislation of Georgia, as well as transfer the state funding allocated to him/her to another higher education institution;

1.1.11 within 1 (one) week after submitting the request, receive a grades transcript from the Registry and Clerk Department.

1.1.12 When considering the issue of disciplinary liability:

- Receive written notice (electronically) on the date of commencement of disciplinary proceedings against him / her and the date of the meeting of the Standing Commission on Academic Integrity and Discipline;

- Attend the discussion about the issue of disciplinary liability and state the position;

- Receive the relevant order in written (electronically) on the measure / measures of disciplinary liability.

1.1.13 enjoy other rights provided by the legislation;

### **1.2. The student is obliged to:**

1.2.1 comply with the following: Caucasus University statute, the statute on Student Status" the Statute on the rule of Taking Examinations, the Statute on Library, as well as other internal acts of the school / University and the conditions defined by the contract concluded with the University;

1.2.2 exercise the rights and responsibilities imposed by the contract personally and not to transfer them to other persons without the written consent of the University;

1.2.3 ensure proper handling and protection of University property, equipment and materials. The University reserves the right to claim compensation for the damage caused to the University by the student;

1.2.4 not to commit behavior that, in accordance with the internal normative documents at the University, is considered incompatible with the student status.

1.2.5 verify the information within one week after the lecturer enters the relevant academic activity into the assessment database, and in case of missing the assessment or finding the fact of incorrectly written grade, inform the lecturer within the following week and make a written complaint to the Director of the Student Services and Learning Process Monitoring Department;

1.2.6 return books and materials from the library after the end of each semester;

1.2.7 notify the Registry and Clerk Department of the University about the change of the address and any other personal information given in the personal card.

1.2.8 comply with the requirements of the educational program (curriculum) approved by the University;

1.2.9 follow the rules and requirements, indicated in the syllabus, presented by the lecturer;

1.2.10 attend lectures and examinations in accordance with the rules and set deadlines established at the University.

1.2.11 pay the tuition fee within the deadline, set according to the former and framework/semester agreements, in accordance with the established rules and volume;

1.2.12 evaluate the work of the academic and administrative staff before the start of the final exams in each semester.

1.2.13 In the case the classes are conducted online:

- Respect the private rights of all the individuals involved in the education process, meet all the requirements prescribed by the Law of Georgia on Personal Data Protection and the Law of Georgia on the Copyright Right and Related Rights, do not publicize any pictures, video or audio materials received/obtained in the course of online classes, including to disclosure of materials depicting one's personal space in any form.
- Turn on the camera when being tested online in each component of the assessment (oral/written tests, quizzes, presentation, projects, etc.) prescribed by the syllabus so as to allow the teacher/professor to watch/observe him/her.

## **Article 2. Norms of student ethics and behavior**

2.1 The following shall be considered unethical behavior of a student:

2.1.1 being late for a lecture or an exam;

2.1.2 speaking loudly during the studying / examination process, noise in the corridor;

2.1.3 tobacco / e-cigarette smoking in the University building and yard;

2.1.4 damaging and / or improper treating of the building, educational and computer facilities and other material-technical property owned by the University;

2.1.5 cruel and degrading treatment, violence and insult towards administrative, academic, scientific, invited staff and students;

2.1.6 carrying dangerous, explosive, flammable substances, firearms and cold steel (If a student has the right to carry a weapon, he / she is obliged to hand it over to the University Security Service before leaving the mentioned territory);

2.1.7. gambling, importation and distribution of alcohol and drugs, as well as political and religious agitation, leaflets and proclamations; making similar inscriptions indoors.

2.1.8. organizing political speeches and rallies on the territory of the University;

2.1.9. any physical (unwanted) touch of a sexual nature, verbal (sexual comments, jokes, job-related threats / encouragement in exchange for fulfilling a sexual request), and / or nonverbal (sexual gestures, whining, etc.) behaviors that violate a person's dignity and create an intimidating, hostile, degrading, or abusive environment.

2.1.10. bringing any kind of food, beverage (coffee, carbonated beverages) with a cup / bottle (without a cap) or other liquid product to the University building, at University auditoriums, laboratories, libraries, and soft-floor areas; Or committing other actions that cause damage, pollution and / or distortion of the University building (rooms, corridors, stairs, elevator ...);

2.1.11. stating any position on behalf of the University that are directly or indirectly related to the University without the agreement of the University President or the University Governing Body.

2.1.12. committing an act specified in "The Code of Academic Integrity";

2.1.13. violating the rules established by the statute on the rule of Taking Examination;

2.1.14. disobedience to security guards;

2.1.15. committing an act of insulting the prestige, name and business reputation of the University;

2.1.16. committing other actions / inactions that violate the rules established by the legislation of Georgia, internal normative acts of the University and generally accepted norms of ethics and conduct.

## 2.2 Disciplinary liability

1. Violation of the principles of academic integrity and norms by the student is considered a disciplinary misconduct. Each such action will be investigated and reviewed by University Standing Disciplinary Committee, which is authorized to decide to take the following measure /measures of liability towards the person:

- A) To make a remark to a student;
- B) To give a severe scolding to a student;
- C) To withdraw a student from the training course / courses;
- D) To terminate the student's right of using a special tariff (if any);
- E) To suspend the student status;
- F) To terminate the student status;

2. Liability for Violation of the Principles of Academic Integrity:

- Verbal and / or written warning, including by e-mail;
- Redoing of the thesis / exam assignment;
- resetting / decreasing of points provided for the relevant training component;
- Negative assessment in the training course (F);
- Suspending student status for one semester;
- Terminating student status;
- Seizure of the obtained quality.

3. when imposing a sanction, the commission takes into an account the mitigating and aggravating circumstances approved of the statute of "The Standing Commission on Academic Integrity and Discipline "

## **Article 3. Obtaining student status**

3.1. According to the first part of the Article 52 under the name of „The Law of Georgia on Higher Education“, "only those entrants have the right to study at the first stage of the higher education program at Caucasus University, who have passed the relevant unified national examinations in accordance with the rules established by the Ministry of Education, Science, Culture and Sports of Georgia. In addition, "Regulation on conducting the National Examinations and approving the rules for the Distribution of the State Educational Grant"

according to the Article 39, Paragraph 4 of the Order 19 / N of February 18, 2011 of the Minister of Education, Science, Culture and Sports enrollment of an entrant in an educational institution can be done only with a document certifying full general education recognized in accordance with the rules established by the legislation and after the submission of a document verifying military registration by a person.

3.2 Admission to the first level of education at Caucasus University without passing the unified National Examinations is allowed only under Article 52, Paragraph 3 of the Law of Georgia on Higher Education and "On Approval of the Rules for Submission and Review of Documents by Entrants / Master's Candidates / Students with the Right to Study in Higher Education Institution without Passing the National Examinations / General Master's Examinations" in accordance with the rules established under the order 224 / N of December 29, 2011 of the Minister of Education, Science, Culture and Sports .

3.3. Only Master's degree candidates with at least the bachelor's degree or relevant to it have the right to study at the second level of the academic higher education program at Caucasus University and which satisfies the " Order 227 of the Minister of Education, Science, Culture and Sports of Georgia of April 22, 2009 "On the Approval of the Regulations for Conducting Master's Examinations and the Rules for Distribution of State Education Master's Grants" and the University Rules for Admission to the Master's Program.

3.4 Admission to the second level of education at Caucasus University without passing the general master's exams is allowed only in accordance with Article 52<sup>1</sup>, Paragraph 7 of the Law of Georgia on Higher Education and "On Approval of the Rules for Submission and Review of Documents by Entrants / Master's Candidates / Students with the Right to Study in the Higher Education Institution without Passing the unified National Examinations / General Master's Examinations" In accordance with the rules established by the order N224 / N of December 29, 2011 of the Minister of Education, Science, Culture and Sports

3.5. Only a person who has at least a master's degree or an equivalent academic degree and who meets the University admission requirements for a doctoral program, is eligible to study at the third level of the academic higher education program at Caucasus University.

3.6 According to the Article 10, Paragraph 1, Subparagraph "d" of the Law of Georgia on Higher Education Caucasus University approves the indexes submitted by the main educational units for the individual course of the Unified National Examinations.

#### **Article 4. Suspension / Restoration of Student Status:**

4.1. The basis for suspending student status is:

- 4.1.1. Academic leave;
- 4.1.2. Illness;
- 4.1.3 Pregnancy, childbirth, child care or deterioration of health.
- 4.1.4. Studying in a higher education institution of a foreign country (except for studying within the framework of an exchange educational program);
- 4.1.5. Long-term business trip;
- 4.1.6. call up for compulsory military service;
- 4.1.7. Financial debt;
- 4.1.8. Failure to complete the semester registration on the educational component of the educational program;
- 4.1.9. Marital status;
- 4.1.10. Personal statement (without specifying the reason);
- 4.1.11. Committing an act incompatible with student status;
- 4.2. The period during which a student has suspended status is not included in the admissible period of study;
- 4.3. 5 years after the suspension of student status (continuously) a student status is terminated, except in cases provided by the legislation.
- 4<sup>1</sup>. Restoration of student status;
- 4<sup>1</sup>.1 The basis for restoring student status is:
  - 4<sup>1</sup>.1.1. Personal Statement;
  - 4<sup>1</sup>.1.2. Passing the semester registration if the reason for suspension of student status is paragraph 4.1.8 of this statute;
  - 4<sup>1</sup>.1.3. Full or partial fulfillment of the financial obligation to the University or in agreement with the University Administration, if the basis for suspension of student status is paragraph 4.1.7 of former Statute;

## **Article 5. Termination of student status**

- 5.1 The basis for terminating student status is:
  - 5.1.1 Personal statement;
  - 5.1.2 Completion of the educational program;
  - 5.1.3 Transfer to another higher education institution;
  - 5.1.4 Incompletion of the educational program within the permissible time of teaching;
  - 5.1.5. Inability to achieve learning outcomes;



- 5.1.6 committing an act incompatible with student status;
- 5.1.7 Death.

## **Article 6. Instruction for enrollment of students in Caucasus University through mobility**

### **6.1. Student mobility from other higher education institutions**

6.1.1. A person has the right of mobility, whose enrollment in an institution has been carried out in accordance with the rules established by the legislation and is a student of the institution at the moment of registration for mobility on the electronic portal.

6.1.2. Mobility can be implemented within one stage of higher education, from the second year of learning. The period of study does not include the time during which the person had suspended student status.

6.1.3. Student mobility is carried out twice during the calendar year (unless unplanned mobility is declared) within the timeframe set by the Education Management Information System.

6.1.4. Caucasus University, after registering quotas on the e-portal, publishes information about mobility on the University website, which indicates:

- a) the list of educational programs on which mobility is implemented;
- b) the year of study from which the student can continue his / her studies on the current educational program;
- c) the mobility student should meet the special requirements (e.g. a student should know a foreign language);
- d) the student should meet the minimum requirements in case of an interview or a test.

6.1.5. Students wishing mobility at Caucasus University must submit:

- A. mark sheet;
- B. a duly certified copy of all student status orders;
- C. a copy of the document certifying the completion of the previous stage of education;
- D. in the case of a state grant, a document issued by the National Center for Education Quality Development on the existence and use of funding;
- E. a copy of ID card;
- F. a copy of birth certificate;
- G. a copy of the military correspondence (for boys)

H. two photos (3 × 4) + CD;

6.1.6. After the initial review of the submitted documents, a list of studying courses should be established, the syllabi of which, if requested, must be submitted by the student wishing to transfer;

6.1.7. When enrolling a student through mobility at Caucasus University, depending on the aims of the program, the student may be interviewed or tested to determine compatibility of the student's knowledge and skills to education program.

6.1.8. Considering recognized degree courses, the student will be allowed to register for the courses after he / she is enrolled in the University;

6.1.9. The University will submit a draft of the student enrollment order to the National Center for Education Quality Development, a special form of correspondence of the credits signed by the student and the electronic version of the related information. The center checks the compliance of the student data reflected in the draft order of the institution with the established requirements and gives a report on the possibility of enrollment of students through mobility indicated in the project.

6.1.10. After the positive conclusion by the National Center for Educational Quality Enhancement, the student mobility enrollment order will be issued before October 1 in the autumn or March 1 in the spring semester. The order will be reflected in the Registry within 2 working days after its publication, and will be sent to the center within 3 working days.

## **6.2. Student mobility within the University (internal mobility)**

6.2.1. Transfer from one University school to another and / or within the school from one educational program to another is possible at the appropriate level of higher education twice per calendar year.

6.2.2. A student wishing for internal mobility must apply to the President of the University no earlier than 2 weeks before the beginning of the semester and no later than 1 week after the beginning of the semester.

6.2.3. The student application must include:

A) the consent of the Dean of the relevant school, and in case of mobility for the educational program of another school, the consent of the Dean of the receiving school;

B) A document reflecting the compliance of the learning courses taken by the student with the educational program of the receiving school.

6.2.4. The order on enrollment of a student by internal mobility will be issued in accordance with the deadlines specified in Article 6, paragraph 1.10.

6.3. Procedure for recognition of credits during internal and external mobility

6.3.1 A person or a student who wants internal/external mobility wishing his/her credits, gained through exchange program and recognized by a foreign higher education institution and a center, being recognized independently from Caucasus University, along with the application, submits a mark sheet of the courses taken at another University / other educational program.; The relevant school of Caucasus University determines the form of program compliance on the basis of the mentioned document, indicating the counted credits, including the surplus credit (s) (if any). The compliance form (with the approval of the school dean), together with the mark sheet, the school sends to the quality assurance department, after the approval of the Director of the Department, the final approval is made by the Vice-President in the field of administration and monitoring. After the approval of all authorized persons, the compliance form is submitted to the Registry and Clerk Department and the Financial Manager for further response. This rule in this Article works for both external and internal mobility.

6.3.2. The University reserves the right, based on the interests of the University or the existing objective circumstances, to refuse and not to meet the student's request for internal mobility.

## **Article 7. University rights and responsibilities**

7.1 The University has the right to:

7.1.1. Require the student to fulfill his / her obligations under the legislation of Georgia, according to the Statute of the Caucasus University, the "Statute on Student Status", "the Statute on the Rules of Taking Examinations", "the Statute on the Use of the Library" and other internal acts of the University and agreements concluded by the student towards the University;

7.1.2 Require the student to fulfill his / her academic and financial obligations;

7.1.3 Require the student to protect the name and reputation of the University;

7.1.4. Ask the student to return the material taken from the University library immediately after the end of each semester. The rules for using the University library, cases of damage and / loss /not-returning of library material, are regulated by the Statute on "The Use of the Library".

7.1.5. Require the student to meet the requirements of the educational program (curriculum).

**7.2. The University is obliged to:**

7.2.1 provide the student with proper learning conditions, proper technical equipment of the study base, observance of safety rules and sanitary norms.

7.2.2 create conditions for the student to receive appropriate education and objective assessment in a healthy and competitive learning environment;

7.2.3 give the student the knowledge provided by the educational program and the opportunity to develop relevant skills;

7.2.4 eliminate circumstances caused by the University that may interfere with the learning process;

7.2.5 make available various study materials, books and textbooks for the student or indicate the source of the material, if possible;

7.2.6 not to change the cost of 1 ECTS credit calculated according to the tuition fee set at the moment of student enrollment ,during the first 4 (four) years after enrollment of the undergraduate student, during the first 5(five) years after enrollment of the Integrated Bachelor's and master's degree program in general education of primary (I-VI grades) school teachers, during the first 6(six) years after enrollment of the one-cycle educational programme "Medicanl Doctor", during the first 2 (two) years after enrollment of the master's program student, during the first 3 (three) years after enrollment of the doctoral student (This period also includes the period when the student had suspended status and it is calculated from the moment of enrollment of the student in the University and granting him / her student status), except for the significant depreciation of the national currency (GEL) against the US dollar, which gives the University the right to change the cost of the tuition from the next semester. A significant devaluation of the national currency would be considered a devaluation of at least 5% against the US dollar.

## **Article 8. Academic Requirements**

8.1. At each stage of teaching, the student's academic requirements are determined by the relevant educational program (curriculum) and syllabi of the course;

8.2. A student may receive bonus points in the study component if he / she meets the requirements set by the relevant order of the University President;

8.3. A student is not allowed to miss or pass the midterm and / or final exam for a further period. A student may be allowed to retake the midterm and / or final exam only with the written permission of the University Student Services and Learning Process Monitoring Department, if the absence occurred for a reasonable excuse.

8.4. Student Assessment:

1. Assessment of the student's achievement level in each component of the program (except the research component) includes forms of assessment - mid-term assessment and final assessment.

2. Each form and component of the evaluation is determined from the total evaluation score (100 points) in the final evaluation.

3. Credit is awarded using both forms of assessment (mid-term and final assessment). Credit will be awarded to the student after getting the positive assessment specified in paragraph 9 of this article.

4. The minimum competency threshold is set in both forms of assessment. Prerequisite for a student to be admitted to the final exam is to reach the minimum competency threshold set in the midterm assessments.

5. For the purposes of the student's final assessment (for granting credit) it is obligatory to pass the final exam.

6. For the purposes of the final assessment, the course is considered passed if the student receives the minimum score set for passing the final exam.

7. A student is allowed to take an additional exam once if the total score accumulated by the student as a result of mid-term and final assessments is equal to at least 41.

8. The student is entitled to take an additional exam within the timeframe set by the academic calendar.

9. assessment system includes:

a) five types of positive assessment:

a. a) (A) Excellent – 91-100 points for grades.

a. b) (B) Very good – 81-90 points for maximum grades.

a. c) (C) Good – 71-80 points for maximum grades.

a. d) (D) Satisfactory – 61-70 points for maximum grades.

a. e) (E) Acceptable – 51-60 points for maximum grades.

b) Two types of negative assessment:

b. a) (FX) Student could not pass examination – 41-50 points that means that the student is required to work more for passing the exam, and that she/he is entitled to retake exam only once after individual work;

b. b) (F) failed to pass –40 points and lower that means that the work done by the student is not sufficient and she/he has to retake the course.

10. The student will receive F (0) point in the relevant course in the following cases:

- failed to pass the minimum competency threshold for mid-term course assessment;

- Due to insufficient points, the student could not pass the makeup exam;
- Failed to pass the makeup exam.

11. Depending on the specifics of the studying course, as an exception, there may be a different grading system, which is defined by the syllabus (syllabi) of the relevant studying course (s).

12. On the Bachelor's, Master's and PhD's program the total score of the midterm assessments used to assess the learning outcomes in the pre-final exam shall be set by 70. And, the final exam score should be set by 30.

13. A student of the Bachelor's program (including a non-resident academic degree-seeking student) is required:

13.1. to receive at least 51% of the total score of the mid-term assessments at the standard I stage of the undergraduate program (hereafter referred to as the "Minimum Competence threshold of mid-term Assessments");

13.2. to receive at least 59% of the total score of the mid-term assessments in the standard upper stages of the undergraduate program; (Hereafter referred to as the "Minimum Competency Threshold for Interim Assessments");

14. Requirements for passing the final exam (including a non-resident academic degree-seeking student)

14.1. Get at least 51% of the maximum exam score in the standard I stage of studying. If you get less than 51% of the maximum score in the final exam, the exam will not be considered passed.

14.2. Get at least 60% of the maximum exam score in the standard upper stages of studying. If you get less than 60% in the final exam, the exam will not be considered passed.

15. In all semesters of B2 level English teaching, regardless of the stage of studying, the minimum competency threshold for the midterm assessment is 59% of the total midterm score, and for passing the final exam, the student must get at least 60% of the maximum final exam score.

16. The minimum competency threshold for a student (s) of a one-stage English-language educational program of a certified physician to pass the midterm and final exams at all six

standard stages of studying shall be at least 51% of the total score of the midterm exams, at least 51% of the final exam. If getting less than 51% of the maximum score in the final exam, the exam will not be considered passed.

17. The minimum competency threshold for students who have passed the midterm and final exams within the exchange program is set at least 51% of the total score of the midterm exams and at least 51% of the maximum score of the final exam;

For master's and doctoral programs:

18. The student is obliged to get at least 59% of the total score of the midterm assessments in the study components at each stage of the studying (hereafter referred to as the "Minimum Competency Threshold for Interim Assessments");

19. The requirement to pass the final exam is:

19.1. In the study component of the master / doctoral program get at least 60% of the maximum grade point at each stage of studying. If you get less than 60% in the final assessment, the exam will not be considered passed.

20. The student is obliged to submit and defend a master's thesis / project within 2 (two) semesters of registration (within the framework of the school of governance master's program – for 1 (one) semester, within the framework of the business school master's program - for 3 (three) semesters). The master's project / thesis is evaluated once (with a final evaluation) in the same or the following semester in which the student completes the work on it. In the master project / thesis, the student receives a positive evaluation in case of receiving one of the positive evaluations defined in paragraph 19.1 of this article.

21. In case of getting "FX" in the research component of the Master's educational program, the Master's student is entitled to submit a revised research component during the next semester, and in case of getting "F", the Master loses the right to submit the same research component.

22. Assessment system of the scientific research component (dissertation) of the doctoral program:

A. Five positive assessments:

A. a) Summary (summa cum laude) - an excellent work

- A. b) very good (*magna cum laude*) - a result that exceeds the requirements in every way;
- A. c) good (*cum laude*) - a result that exceeds the requirements;
- A. d) Medium (*bene*) - the result that meets the requirements in every way
- A. e) satisfactory (*rite*) - a result that, despite the shortcomings, still meets the requirements;

B) Two negative assessments:

- B. a) Insufficient - a paper of unsatisfactory level, which fails to meet the requirements due to significant shortcomings in it;
- B. b) Completely unsatisfactory (*sub omni canone*) - a result that does not fully meet the requirements.

23. The dissertation is evaluated in the same or the following semester in which the student completes the work on it. The dissertation is assessed once (with a final assessment). The student's dissertation is considered defended if he / she receives one of the positive assessments specified in paragraph 19.1 of this article.

24. In case of receiving an insufficient evaluation in the scientific-research component of the doctoral educational program, the doctoral student is entitled to submit a revised dissertation within one year, and in case of receiving a completely unsatisfactory (*sub omni canone*) grade, the doctoral student loses the right to submit the same dissertation.

### **8.5 Academic year workload:**

1. One academic teaching year includes 60 (ECTS) credits (except for the case provided by the program). The student is required to register for the relevant courses of at least 30 (ECTS) credits per semester, except for the exceptional cases provided by the program or the individual curriculum of the student.

2. Depending on the peculiarities of the educational program and / or the individual curriculum of the student, the annual study load of the student may exceed 60 credits or be less than 60 credits. The student's annual study load must not exceed 75 (ECTS) credits.

3. An individual curriculum may be developed for the following student categories:

- Students with special needs;
- Exchange program students;



- Students who have not been able to overcome any of the component(s);
- Students enrolled in the educational program with mobility;
- Students who regained status in the educational program;
- Another category of student who, as a result of assessing a specific situation, is defined by an individual curriculum;

4. Incomplete teaching-learning mode within the framework of the master's and doctoral education program includes the student's study load with a total of independent and contact hours of not more than 25 hours per week. Under part-time workload, one academic year includes an average of 30 (ECTS) credits.

8.6. The student who meets the requirements of the "Rules for the implementation of joint educational programs, participation in exchange programs and enrollment of foreign students" can participate in exchange programs.

8.7. The terms of participation in the exchange program, the list of documents for submitting, the selection procedure and other related issues are regulated / defined by the "Rules for the implementation of joint educational programs, participation in exchange programs and enrollment of foreign students."

## **Article 9. Terms for the implementation of educational programs at Caucasus University**

### **9.1. Bachelor's program**

9.1.1 The standard period of studying for the bachelor program is 4 years, and the permissible period is 6 years. The eligible period does not include the period during which the student had suspended status. A student who fails to complete his / her undergraduate studies within a certain period of time will have his / her student status terminated and Registry and Clerk Department will hand him / her a sheet of marks;

9.1.2. The standard period of studying for the integrated bachelor's and master's degree program in general education of primary (I-VI grades) school teachers is 5 years, and the permissible period is 7 years.;

9.1.3. The standard period of studying for the one-cycle educational programme "Medical Doctor" is 6 years, and the permissible period is 8 years;

9.1.4. For the standard teaching period, the duration of each stage is one academic year (standard stage);

9.1.3. Free credits are not taken into account when determining the weighted average marks;

## **9.2. Master's degree**

9.2.1. The standard period of studying for the Master's degree program is 2 years, and the permissible period is 5 years. The permissible period does not include the period during which the student had suspended status. A student who fails to complete his / her Master's degree within the permissible period will have his / her status terminated and the Registry and Clerk Department will hand him / her a sheet of marks;

## **9.3. Doctorate**

9.3.1. The standard period of studying for the Doctoral Program in Law, as well as the Doctoral Program in International Relations is 3 years, the permissible period is 5 years, and the standard period of study for the English Doctoral Program in Economics and the English Doctoral Program in Management is 3 years, and the permissible period is 4 years.

9.3.2. The permissible period does not include the period during which the student had suspended status. A student who fails to complete his / her doctoral studies within a reasonable time will have his / her status suspended and the Registry and Clerk Department will hand him / her a sheet of marks;

## **Article 10. Rule for awarding the academic degree**

10.1. According to the decision of the main educational unit of the University - the school board, the student is awarded a bachelor's degree in case of accumulation of credits (not less than 240 ECTS) provided by the relevant educational program and thorough fulfillment of the requirements set by the program.

10.2. According to the decision of the main educational unit of the University - the school board, the student is awarded a master's degree in case of accumulation of credits (not less than 120 ECTS) provided by the relevant educational program and thorough fulfillment of the requirements set by the program.

10.3. According to the decision of the relevant Dissertation Council of the University, the

student is awarded the PHD degree in case of thorough fulfillment of the requirements of the educational program.

10.4. A one-stage higher education program ends with the award of the degree of medical doctor. The academic degree awarded as a result of passing the 360-credit educational program of a medical doctor is equal to the master's academic degree;

10.5. In case of accumulation of credits (not less than 300 ECTS) provided by the integrated bachelor's and master's degree program in general education of primary (I-VI grades) school teachers and thorough fulfillment of the requirements set by the program, the student is awarded a Master of education/profession degree.

10.6 A Diploma of Honor will be awarded if the average cumulative GPA of student's grades after completion of the relevant program is 3.8 or higher.

10.7 The student will become the President-elect if after completing the relevant program, the average weighted cumulative GPA of the student marks will be 4.0.

### **Article 11. Mechanism for providing further education to students of the respective program in case of suspension / change / cancellation of the implementation of the educational program**

11.1. Suspension of the educational program, except in cases provided by the legislation, is possible if the number of students in the program of any level does not exceed 5.

11.2. In case of suspension / cancellation of the program, the student makes a choice between internal or external mobility.

11.3. In both cases the student's right to free choice must be protected. In case of internal mobility, the tuition fee paid by the student and not used (on deposit) will be redistributed to the disciplines of the respective educational program, and in case of external mobility, the tuition fee paid and unused (on deposit) by the student will be refunded to the student.

11.4. In case of change of the program, the relevant school decides to identify the target group / groups of students affected by the change / changes in the program to ensure that existing students can complete their studies smoothly.

### **Article 12. Rules for choosing a specialty for an educational program**

12.1 The Bachelor of Business Administration (Finance, Marketing, Management, Accounting) program allows you to choose a concentration from the undergraduate

programs operating at Caucasus University. Concentration on the Bachelor of Business Administration program can be chosen from the sixth semester of study. Only students who do not have academic debt (have met all the requirements of the undergraduate program) can participate in the concentration selection competition. At each concentration the number of the announced places matches the number of participant students in the competition.

12.2. The competition includes the following stages:

12.2.1. The school administration announces the number of places for each concentration as well as the application deadlines. The application deadline should not be less than 5 working days;

12.2.2. The student completes the online application form (see Appendix 1) within the timeframe announced by the administration. In the completed application, the student fixes the his/her choice according to the sequence.

12.2.3. Primary processing of student application is done. If there is no competition for a particular concentration according to the submitted applications, then the students are automatically enrolled in the respective concentration, otherwise, the rule specified in paragraph 4 is applied.

12.2.4. The grades received by the student in the relevant courses selected by the school board will also be multiplied by the pre-determined weights (see Appendix 1). The obtained results will be sorted according to the rating and the students included in the announced quota will be enrolled in the respective specialty;

12.2.5. For those students who as a result of the competition can not get into the first place of the concentration indicated by them, the rule about the sequence of choice described in Section 12.2.4 shall be applied.

### **Article 13. Tuition Fee**

13.1 The student shall pay the tuition fee in the amount determined by the University, observing the payment rules and terms;

13.2 An additional semester and, if necessary, additional agreements shall be concluded by the parties in each semester, which regulate in detail the financial relations between the University and the student during each semester;

13.3 For resident students of the BA and MA programs, the semester tuition fee is determined according to the credits of the registered study courses, but for non-resident students, doctoral students, and students of the Caucasus School of Business and the Master

of Business Administration program at Grenoble High School of Business, tuition fees will be determined in accordance with the student agreement.

Free credits accumulated by the student will be recognized after the relevant agreement is signed and the value of the mentioned credits will be covered;

13.4 In case of studying the course for the first time, the cost of 1 ECTS credit is determined by the tariff set at the moment of enrollment and it does not change:

13.4.1. During the first 4 years of teaching the bachelor's program, during the first 5 (five) years of teaching the Integrated Bachelor's and master's degree program in general education of primary (I-VI grades) school teachers, during the first 6(six) years of teaching the one-cycle educational programme "Medical Doctor", the first 2 years of teaching the master's program, and the first 3 years of teaching the doctoral program (This period also includes the time when the student had suspended status and it is counted from the moment of enrollment of the student in the University and granting the student status) In addition to the significant devaluation of the national currency (GEL) against the US dollar, which allows the University to change the cost of tuition from the next semester. Devaluation of the national currency against the US dollar by at least 5% will be considered as a significant depreciation;

13.5 After the first 3 (three) years of enrollment a student in the Master's program (it also includes the period when the student had suspended status), the cost of 1 ECTS credit increases 1.2 times.

13.6. In case of re-taking the studying course, the cost of 1 ECTS credit is determined according to the tariffs established by the order of the President of the University. In particular, on the bachelor's and master's degree programs when additional service is rendered for the first time, the cost of the credit corresponds to the cost of 1 ECTS of credit calculated according to the tuition fee set at the time of the student's enrollment and the tariff for each subsequent service is different from the mentioned amount;

13.6.1. In the case of re-taking any of the courses, the price of 1 ECTS is determined according to the rates established by the President's order. In this case, price of 1 ECTS differs from the price of 1 ECTS credit calculated according to the tuition fee set for the time of the Student's enrollment on the program.

13.7. Additional service fees for the bachelor's/master's degree programs student do not change during the terms specified in Article 13.4.1, unless the national currency has significantly devalued against the US dollar, in this case, the University has the right to change the tuition fee from the next semester. At least 5% devaluation of the national currency against the US dollar can be considered significant devaluation.

13.8. An undergraduate student (including a student on an exchange program) can take advantage of certain financial benefits if he or she gets I, II, or III place in the rankings. Prerequisites for participation in the rating and funding / obtaining of a top student are determined in accordance with the "Rules for funding a top student".

13.9. When funding a top student to receive a state grant, in accordance with the established rule, a calculation is made from the tuition fee that remains as a result of the deduction of the state grant amount.

13.10. The amount of the state grant obtained by the student, in accordance with the current legislation, is transferred to the University account by the Ministry of Education, Science, Culture and Sports of Georgia. In case of non-acceptance of the annual study grant before the end of the academic year, defined by the academic calendar of the University, the student is obliged to pay.

13.11. In case the student has a special fee, it applies only to the first registered courses, but not more than the total credit provided by the program.

#### **Article 14. Students' registration terms**

14.1. The student shall register for the study courses / practical components within the registration period announced by the University (in accordance with the plan provided by the requisition system). In accordance with the rules established at the University, sign / confirm the semester contract and pay the semester tuition fee before the beginning of the semester fixed in the contract. If the student does not complete registration on time within the timeframe specified in the contract, he / she will enter the late registration mode for which an additional fee will be charged;

14.2. In case of the minimum number of students registered in the subject, the University is authorized to provide educational services regulated by the relevant order of the President of the University;

14.3. A student who does not do the timely registration announced by the University will be allowed to register late, for which he / she will be charged an additional fee of 70 GEL (seventy GEL). In this case, the student is required to pay the tuition fee and late registration fee on the day of late registration;

14.4. A student has the right to change, cancel, or add course registration (except for the research component of the master's program) if his / her cancellation / change of registration does not affect the formation of the group (if less than the minimum number of students may remain in the group. These changes can be made within 2 (two) weeks of the

start of the semester (1 (one) week during the summer semester). If a student cancels enrollment in the course, within the timeframe set by the University, the canceled course fee will be transferred to the deposit for the next semester. Upon expiration of the term established by this Article, the University does not cancel the semester registration;

14.5. In case of completing the studying course within the timeframe specified in Article 14.4 of the Regulation, the student is obliged to pay the amount on the day of registration for the subject;

14.6. The student will be admitted to the second stage of registration: registration on the subject with the indication of the lecturer, time and audience if he/she has no financial debt;

### **Article 15. European Credit Accumulation and Transfer System (ECTS)**

15.1. Caucasus University has the system of the calculating the amount of work done by students to master the course / research component / internship according to the ECTS of the European System of Credit Accumulation and Transfer.

15.2. This issue is regulated by the rule of planning, design, implementation and development of educational programs.

### **Article 16. Intra-University Funding / Co-financing of Student Initiatives**

16.1. In order to ensure compliance with Caucasus University authorization standards, national / regional / international requirements for higher education, Caucasus University has developed a rule to support student initiatives, which provides additional (beyond the extracurricular activities) incentives for students and promotes / supports student initiatives.

16.2. Caucasus University students may receive funding for educational, research and / or practical skills development activities at the international and / or local level.

16.3. The classification of funding activities, evaluation criteria, and other issues are governed by the Caucasus University "Rule on Intra-University Funding / Co-financing of Skills Development Initiatives Beyond Student Education".

### **Article 17. Student Scientific Conferences**

17.1. Coordinated by Caucasus University Research Support Department, Caucasus

University schools hold annual student scientific conferences. The aim of the conference is to identify the best scientific papers with original ideas and to present young people with scientific potential.

17.2. At the beginning of each academic year, the Research Support Department, in agreement with the schools, sets a schedule for school and University conferences. The relevant order of the President of the University is issued on the basis of the report of the Director of the Research Promotion Department.

17.3. Applications for participation in the Student Scientific Conference are submitted electronically to the Research Promotion Department within the timeframe set by the schools. The application form is attached to the application. Upon expiration of the application deadline, the Research Promotion Department sends the submitted applications to the school for selection.

17.4. The scientific paper submitted by the student must meet the standards set by the school.

17.5. Schools will review incoming applications, identify first-round students, and set a date for school conferences, on which the relevant order will be issued based on the report of the Director of the Research Promotion Department. The order also sets the conference budget for each school.

17.6. School conferences are held routinely during each spring semester.

17.7. At the end of the conference, the evaluation committee set up by each school announces the results of the conference and the winners.

Students participating in the School Student Scientific Conference (seminar, competition) will be awarded 2.0 bonus points for one of the profiled subjects of the relevant stage, for the preparation of the scientific paper and participation in the conference, and 3.0 bonus points for winning the conference. Based on the report of the Director of the Research Promotion Department, a relevant order is issued.

Students participating in the conference will be awarded a certificate of participation; The students who took the first, second and third places in the conference will be awarded the relevant certificates.

17.8. The authors of the three best papers of each school can be submitted to an international conference.

17.9. An international conference is held after school conferences.

17.10. Undergraduate, graduate and doctoral students of Caucasus University are eligible to participate in the scientific conference.

17.11. Students who win the school conference as well as those recommended by the



school conference evaluation commissions, may be eligible to participate in the international conference.

17.12. The application for participation in the scientific conference should not exceed one page. The application should briefly describe the scientific topic - the existing problem, the relevance of the topic, the research methods used and the result obtained. References to the literature used are mandatory.

17.13. The application is evaluated by the following criteria:

- 1 \_ how it fits the theme of the conference;
- 2 \_ how original the work is;
- 3 - how logically the author's opinion is formulated;
- 4 \_ how thoroughly the research is performed;

Students participating in the International Student Scientific Conference (seminar, competition) in one of the profiled subjects of the relevant stage defined by the school:

- For preparing a scientific paper and participating in a conference, will be awarded - 3.5 bonus points;
- For winning the conference will be awarded - 4.0 bonus points.

Student's Scientific Conference, Application Form

Name, surname \_\_\_\_\_

Paper title: \_\_\_\_\_

Section name: \_\_\_\_\_

Specialty: \_\_\_\_\_

Course: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Supervisor's name, surname: \_\_\_\_\_

Have you participated in student science conferences?

\_\_\_\_\_

Student's Signature

Date: