

Rules and Regulation for Educational Process

Discussed by Academic Board minutes #2 on 05/03/2019

Approved by Rector's order #O/1-01/08 of 7 March 2019

Approved by the amendments N10 Academic Board, 12/03/20

By Rectors's order N b / 1-01 / 16 of 12/03/2020

Article 1. General Provisions

- 1.1. This regulation aims at defining the rules for educational process, defines legal status of student, student's rights and duties, obtaining, suspending and terminating student status, student mobility, recognition of education acquired during studying at International Teaching University of Management and Communication "ALTERBRIDGE" (hereinafter – "Teaching University"); Determines the conducting of the educational process, including the organization of programs, the procedural issues related to the educational process..

Article 2. Obtaining Status of Student

- 2.1. Georgian Citizen may obtain a Status of Student at the Teaching University for Bachelor's (First) Degree on basis of successful passing Unified National Examinations and in case of fulfilling other preconditions established by the legislation.

Georgian Citizens:

- 2.2. Applicant can be enrolled in bachelor's programs if s/he holds a state certificate of secondary education, has passed the Unified National Examinations and obtained the right of study at International Teaching University of Management and Communication "Alterbridge" in accordance with the law of Georgia On higher Education.
- 2.3. Applicant can be enrolled in master's programs if s/he holds a bachelor's or an equivalent degree and has passed the Unified Master's Examinations as well as internal qualification exams of Teaching University.
- 2.5. Foreign nationals shall be interviewed to determine the language competence in accordance with the specific program requirements; The possibility of enrollment in the program based on the recognition of a language competence document can be determined as the prerequisites for enrollment in the program;
- 2.6. In case of obtaining the right to enroll in the university after 4 weeks from the beginning of the semester, the student's status shall be granted to him/her by the Rector's legal act in the next semester.

Article 3. External mobility

- 3.1. External mobility is transferring from one higher educational institution to another institution.
- 3.2. Mobility at the teaching university is conducted in accordance with the terms established by the legislation, the Legal Acts of the director of the LEPL - National Center for Educational Quality Enhancement and the Normative Acts of the Teaching University;

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- 3.3. Teaching University shall register mobility positions on the portal of LEPL – National Center for Educational Quality Enhancement according to stages and basic educational units or educational programs;;
- 3.4. External Mobility can take place within the same cycle of higher education;
- 3.4.1. Mobility can be made after the end of the first academic year;
- 3.5. A master’s student is granted to enjoy the right of mobility only on the educational program direction which is in compliance with Unified Master’s Examinations test type s/he has passed;
- 3.6. The Rector establishes the term in which the mobility applicants are allowed to submit documents to the institution;
- 3.7. List of documents required for mobility:
 - a) Copy of the personal identity document accompanied by a notarized translation in case if the document is performed in a foreign language.
 - b) State certificate of secondary education. In the case of a document issued by a foreign educational institution, the student must submit the document recognized in accordance with the rules established by the legislation and attach a copy of the order issued by the Ministry of Education and Science on enrollment of entrant/ master candidate / student in the higher educational institutions who have right to study without passing the Unified National Examinations / Unified Master’s Examinations;
 - c) A copy of the enrollment order
 - d) A copy of the educational card
 - e) Military Registration Certificate (for Georgian male citizens)
 - f) The list of additional documents to be submitted is determined by the Rector's order.
- 3.8. International mobility is carried out in accordance with the rules established by the law.

Article 4. Internal Mobility

- 4.1. The student has the right to change the educational program via internal mobility during the study period;
- 4.2. Internal mobility is announced on the basis of the rector's order and administering this process is carried out by the Teaching University;
- 4.3. The right to participate in internal mobility is granted to the student in accordance with the Georgian legislation; The student has the right to participate in internal mobility even if s/he has been suspended of student status at the time of declaring internal mobility;
- 4.4. Internal Mobility can take place within the same cycle of higher education.
- 4.5. Recognition of student’s credits in the internal mobility process is based on the rules of compliance of the education recognition / educational programs envisaged by the appropriate Article of this Act;

- 4.6. Internal mobility is available twice a year. After completion of the process, the institution is obliged to submit the internal mobility results within two weeks to the National Center for Educational Quality Enhancement;
- 4.7. Transfer of student on the other educational program via internal mobility is concluded by the rector's order.

Article 5. Suspension of Student Status

5.1. The grounds for the suspension of student status shall be as follows:

- a) Personal application (without indicating the reason);
- b) Studying at a higher educational institution abroad except for studying within the framework of an exchange program;
- c) Pregnancy, childbirth, childcare or health deterioration;
- d) Breach of financial obligations (non-payment of tuition fees) envisaged by the educational services agreement between the student and the institution;
- e) Not being registered academically;
- f) Other circumstances established by the normative acts of the Teaching University.

5.2. Suspension of the student status is exempt from the fulfillment of rights and duties of the institution and student without termination of the student status;

5.3. During suspension of the student status the institution and student are exempted from the fulfillment of mutual rights and duties except for rights and duties that were arisen before suspension of status;

5.4. The person who has been suspended of student status shall not be considered within the total number of students of the institution.

Article 6. Termination of Student Status

6.1. The grounds for the termination of student status are:

- a) Completion of educational programs at the given cycle;
- b) Personal application;
- c) Suspension of student status for more than 5 years, except for the cases envisaged by the legislation;
- d) Death or declaration as a dead;
- e) Other grounds provided by the legislation and the normative acts of the institution.

6.2. Legal results of termination of student status:

- a) The legal consequences envisaged by a legal act on the termination of student status shall occur after the expiry of 12 (twelve) months following the issuance of the order. During this period the student status shall be regarded as suspended and the student shall be entitled to enjoy the right to mobility;
- b) In the case of termination of student status, it can be renewed according to the procedure envisaged by law;

6.3. The Rector's Order shall issue regarding termination of a student status, which does not exempt the Parties from fulfilling their obligations that were arisen before.

Article 7. Restoration of Student Status

- 7.1. A student whose status is suspended has the right to restore his/her student status in case of elimination of suspension grounds; A student whose status is suspended has the right to demand restoration his/her student status by personal application;
- 7.2. The Teaching University is obliged to provide registration of student status restoration in the Registry of Educational Institutions (hereinafter - the Registry);
- 7.3. Restoration of student status is permissible even with exceeding the total number of students. In this case, the number of students enrolled with exceeding the total number of students will be deducted from the total number of students to be enrolled that is established by the university for the next academic year;
- 7.4. Restoration of student status is allowed within 4 weeks after the beginning of the semester, after the expiry of this term, in case of application on of the restoration of student the status will be restored from the next semester;
- 7.5. If a student status was restored after the beginning of the study period, the University is not obliged to compensate the missed lectures and / or the evaluated activities;
- 7.6. The status is restored in accordance with the following procedures:
 - 7.6.1. The School Dean together with the head of the relevant educational program, determines the semester in which the student will continue his/her studies based on the credits accumulated by the student;
 - 7.6.2 In case of necessity individual curriculum is arranged.

Article 8. Educational services agreement

- 8.1. After issuing an individual legal act on the enrollment of the student by the rector, the institution concludes the educational services agreement with the student;
- 8.2. The Sample of educational services agreement shall be approved by the Rector's order.

Article 9. Student's Rights and Duties

- 9.1. A student shall be entitled to:
 - 9.1.1. Receive higher education in accordance with the requirements of the standards;
 - 9.1.2. Participate in scientific research activities;
 - 9.1.3. Make use of Teaching University's material and technical, library, information and other resources;
 - 9.1.4. Elect a representative and be elected to the student self-governance, also to the school and managerial bodies of Teaching University on the basis of general, direct and equal elections by secret ballot in accordance with rules established by the normative acts;

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- 9.1.5. Receive financial support and /or other types of subsidies as depicted in the regulations of Teaching University;
 - 9.1.6. Freely express his/her opinion and refuse to share those ideas, that are unacceptable considering values of the Teaching University;
 - 9.1.7. Move to another HEI from the second year of study in accordance with the procedure envisaged by the law of Georgia and the statute of recipient HEI and in the case of moving to an accredited higher education program – take the government funding allocated for him/her with him/her in compliance with Georgian legislation;
 - 9.1.8. Use internal mobility after one semester in accordance with the rules established by Georgian legislation and regulations of Teaching University;
 - 9.1.9. Choose an educational program, participate in the process of designing and development of individual study program;
 - 9.1.10. Periodically take part in the process of evaluating the work of academic personnel in cooperation with Quality Management Office;
 - 9.1.11. Organize student meetings upon agreement with the appropriate educational unit of teaching university observing the Georgian legislation and Educational Process and Teaching University regulations;
 - 9.1.12. Receive necessary information (about tuition fees, elective study courses, assessment, etc.) from the representatives of relevant structural unit;
 - 9.1.13. Discuss the exam paper with the lecturer and receive feedback and object to examination results after the grades are submitted to Student Information System. If the student disagrees on the result of the feedback, he/she submits a written statement to the Dean who provides examination work in agreement with the program leader (Part of it) re-edited by another specialist. Re results of the correction is final;
 - 9.1.14. Exercise other rights conferred to him/her by regulations of Teaching University, the student's contract and the legislation of Georgia.
- 9.2 Student is obliged to:
- 9.2.1. Study materials envisaged by the components that are compulsory or elected by him/her in accordance with curriculum of the educational program and requirements of the Teaching University;
 - 9.2.2. Follow the requirements of the internal regulation of Teaching University and the Code of Ethics;
 - 9.2.3. Take care and protect the real and movable property of the Teaching University;
 - 9.2.4. To follow the sanitary, fire safety and other general provisions;
- 9.3. To perform the obligations undertaken by an individual contract concluded with him.

Article 10. Persons with Special Educational Need (SEN)

Teaching University is obliged to provide:

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- a) front doors of University, audiences and other segments to be arranged in a such way that a person with SEN without the help to be able to enter with a wheelchair, also corridors, elevators shall allow such persons to move independently with the wheelchair, in case of the inability to move independently or in certain necessary cases employee or a security officer shall provide such persons with assistance.
- b) On the wall or other visible location, the symbol of the necessary orientation for movement of persons with SEN;
- c) All kinds of services (bathrooms, libraries, computer classes, software, etc.) accessible to the persons with SEN that is necessary for receiving appropriate education.
- d) information for students that despite specially arranged ramps and relevant infrastructure the persons with SEN may still need their help.

Article 11. Mechanisms for giving financial privileges to students including socially vulnerable students and rule for awarding scholarship

11.1 The Teaching University may establish different privileges (scholarships, flexible payment systems, etc.) for the following categories of student:

- a) Socially disadvantaged family members;
- b) Student Family;
- c) member of a national minority groups;
- d) internally displaced person and persons living in occupied territories;
- e) members of families with many children;
- f) persons with disabilities;
- g) persons living in high mountain regions;
- h) Children of the deceased persons for the protection of territorial integrity;
- i) orphans and juvenile deprived of parental care;
- j) In other case, others by the decision of the Rector.

11.2 In order to enjoy the right the student eligible on the privileged conditions shall present the document confirming the status as provided for by the legislation. The type and amount of subsidies is determined individually case by case.

11.3. In order to enjoy the privilege, the student shall apply to the Dean of School and submit to him/her the document confirming the status. The dean shall make the appropriate recommendation to the Chancellor who will discuss the issue and establish or decline privilege within 15 working days.

11.4. If the student has privileges, the student's tuition fees, is determined by the order of the Rector, where the legal basis for giving the privileges and the privileged amount of the tuition fees and the term of use of the privilege are specified. This order is an integral part of the contract signed with the student.

11.5. Rules for awarding scholarship

11.5.1 The scholarship is semestrially (for 6 months) awarded to the student(s) of the school of the Teaching University who have the best ratings, after the third semester of studying at the program.

11.5.2. The main criterion for awarding the scholarship is the student's rating (the semestrial high academic performance rate). the basis for awarding the Scholarship is the accumulation of at least 30 credits in the semester by the student and having "A" (91 - 100 points) assessment in all study components. Establishment of high academic performances of the student and granting scholarship at the Teaching University is conducted based on the calculation of the average assessment of student (GPA).

11.5.3. The scholarship is awarded on the basis of the exam session results of the third and every following semester. After examining the academic grades of students, a top-rated student (who has the highest academic performance rate) will be selected and their data will be submitted to the Rector. The Rector shall issue an order on awarding scholarships to these students.

11.5.4. If several students are identified who have equal grades, the preference will be given to the student who is actively involved in various activities (international, republican and internal conferences, sports or art competitions) on behalf of the Teaching University. It is also possible to take into consideration the student's social situation (physically disabled student, orphaned student, student from family with many children, etc.).

11.5.5. According to the rector's decision, a freshman student has the right to receive scholarship who has obtained 100% state educational grant through the results of the unified national exams and at the same time gave the first priority to the school / program of the Teaching University. The amount of scholarship for such students is determined by the individual normative act of the Rector. Besides, the freshman student loses the right to receive a scholarship if his/her academic performance grade during the first semester

11.5.6. The scholarship shall be terminated by the student's application and also in case, if the student's status is suspended or terminated, also if his/her academic performance grade is less than 91.

11.6. One-off monetary incentive

1. The Rector of the Teaching University is entitled to implement various incentivizing measures on the basis of his/her own initiative and / or request of student(s) to improve student life and increase students' motivation.

2. One-off monetary incentive can be awarded to the student who took part in the university, international or national conference, sports and intellectual competitions of the behals of the Teaching University and bestly presented himself/herself and the Teaching University.

Article 12. Academic Calendar and workload for a student

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- 12.1. The academic year is the combination of semesters and the period of rest between them, which does not exceed 12 continuous calendar months. One academic year in the teaching university includes 38 weeks. If necessary, adding a summer semester is admissible. Academic Year / Semester at the Teaching University is determined by the Rector's Order and includes the following information: Dates of start and completion of the semester; Holidays;
- 12.2. Bachelor's program consists of eight semesters, and a master's program - from four semesters;
- 12.3. The duration for completion of educational program is the period between enrolment in the program (considering the number of awarded/recognized credits) and the completion of the program (according to the study plan);
- 12.4. If a student is not able to complete the educational program on time, s/he has right to remand to continue his/her study process on self-financing basis and preserve student's active status for an additional of four years in Bachelor's programs, Master's programs for two years in Master's program;
- 12.5. Taking into consideration the peculiarities of the higher education program and / or student's individual curriculum, the student's annual workload shall not exceed 75 (ECTS) credits;
- 12.6. 1 ECTS is equal to 25 hours of student's study work (workload for a student) and includes time for contact and independent work;
- 12.7. Contact hour – the period used for student's study process which involves the human resource who delivers the educational component;
- 12.8. Independent hour – the period used for student's study process which does not involve the human resource who delivers the educational component;
- 12.9. In certain cases the Teaching University is entitled to make an individual curriculum in agreement with the student in terms of the number and terms of credits set by the legislation.

Article 13. Semester fee

- 13.1. The tuition fee for the studying at teaching university is determined by the semester fee, the amount of which is approved by the Rector of the Teaching University.
- 13.2. Students with partial state financing must cover the difference between state grant and real tuition fees in the deadline for administrative registration;
- 13.3. The semester fee for students enrolling in the university via mobility is determined by the tariff set by the individual contract for the specialty;
- 13.4. After completing a particular course (including additional exam) upon receiving unsatisfactory assessment (Fx, F), the student should re-pass this course (mandatory discipline only) and pay the amount in accordance with the amount of credits granted for this course; Elective discipline can be replaced with other disciplines.
- 13.5. Terms of administrative registration are specified in the contract signed with the student. As an exceptions individual payment schedule can be arranged in agreement with the Chancellor. In

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such case administrative registration may be completed without full or partial payment of tuition fee within the academic registration for the purpose of accessing study process;

13.7. Violation terms of administrative registration and non-payment of tuition fees is the basis for suspension of student status.

Article 14. Adding Extra Semester

14.1. A student who is not able to accumulate credits envisaged for the educational program within the term of the program is entitled to accumulate the number of obligatory credits for the granting qualification of the program in the extra semester/semesters.

Article 15. Assessment system

15.1. The student shall receive a credit only after achieving the learning results established by the Syllabus;

15.2. It is prohibited to grant credit only by using one form of evaluation (midterm or final evaluation), except for master's thesis. evaluation includes:

- a) Midterm evaluation (midterm exam / exams and / or ongoing semester evaluation);
- b) Final evaluation.

15.3. Maximum evaluation of the course is equal to 100 points.

15.4. The specific share of the final exam is determined by the academic freedom of the personnel delivering each educational course, but not more than 40% of the overall evaluation.

15.5. The grading system shall allow:

a) For five positive grades:

- a.a) (A) Excellent –91-100 points;
- a.b) (B) Very good –81-90 points of maximum grade;
- a.c) (C) Good – 71-80 points of maximum grade;
- a.d) (D) Satisfactory – 61-70 points of maximum grade;
- a.e) (E) Acceptable –51-60 points of maximum grade:

b) Two types of negative grades:

- b.a) (FX) Fail – 41-50 points of maximum grade, or at least 51 points without crossing the minimum competency limit of the final exam, meaning that a student requires some more work before passing and is given a chance to sit an additional examination after independent work;
- b.b) (F) Fail – 40 points and less of maximum grade, meaning that the work of a student is not acceptable and s/he has to study the subject a new.

15.6. In order to have the right to take final assessment, the student should have passed the minimal competence level set for the midterm evaluation for that semester that is determined by the manager of the component in the syllabus.

15.7. The student has the right to pass make-up exam of the final exam if he / she gets 41-50 points of maximum evaluation, which means that the student is allowed to pass an additional exam with

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independent work; The same rule applies if the sum of the midterm and final evaluations is at least 51 points, but the student can not overcome the minimum competency limit in the final exam.

- 15.8. In case of getting Fx in the educational program component the Teaching University is obliged to appoint an make-up exam not less than 5 days after the announcement of the final exam results. This obligation does not apply to resear-master's project / work.
- 15.9. The assessment received by the student in make-up exam is independently considered.
- 15.10. The make-up examination result is the final assessment and shall be reflected in the ultimate assessment of the educational program component.
- 15.11. Taking into account the grade received on make-up exam, in case of obtaining 0-50 points in the final evaluation of the educational component, the student will get evaluation the score F-0 point.
- 15.12. Bachelor's thesis is evaluated in two stages: midterm and final evaluation. The maximum grade of midterm evaluation of the bachelor's thesis is 60 points, and the maximum grade of final evaluation of the bachelor's thesis is 40 points.
- 15.13. The practical component is evaluated by a 100-point system. The mentor evaluates the student within 60 points at pre-selected practice object. The student is obliged to make the performance about performed activity (final assessment) before the Commission, that is evaluated by 40 points.
(see Rule for Planning, Implementation and Evaluation of Bachelor's Thesis and the Practical Component to see procedure of planning, implementation and evaluation of bachelor's thesis and practical component.
- 15.13. Master's project / work shall be assessed in the same or subsequent semester when the student has completed the work. Master's project / work shall be assessed at once (final assessment) when it is defended. Assessment components and criteria are determined by the appropriate syllabus.
- 15.14. In case of getting assessment provided in sub-paragraph "b.a" of paragraph 13.5 of this Article for scientific-research component of Master's educational program, the master candidate will be entitled to submit the elaborated scientific-research component within the subsequent semester and in case of receiving the assessment under subparagraph "bb" master candidate loses the right to present the same scientific-research component.
- 15.15. The specific share of midterm and final assessments and the minimum competence limit are defined in educational programs;
- 15.16. The compliance of the student's assessment with GPA to calculate the average mark of the Teaching University "Alterbridge graduate's diploma is determined by the below shown principle:

<i>Grade</i>		<i>GPA Scoring Rate</i>	<i>GPA</i>
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	<i>Scoring rate</i>		
(A) „Excellent“	91 – 100	96 – 100	4.0
		91 – 95	3.7
(B) „Very Good“	81 - 90	87 – 90	3.3
		84 – 86	3
		81 – 83	2.7
(C) „Good“	71 - 80	76 – 80	2.3
		71 – 75	2.0
(D) “Satisfactory”	61 - 70	66 – 70	1.7
		61 – 65	1.3
(E) “Acceptable”	51 - 60	56 – 60	1.0
		51 – 55	0.7

15.16. During the calculation of the graduate diploma average score (GPA), all assessments received by the student in the relevant level of study at the Teaching University shall be considered;;

15.17. GPA calculation shall be made according to the existing rule.

15.18. In case of GPA is 3,7 and more, the graduate will be awarded with a diploma "with honors", in other cases - the ordinary diploma.

Article 16. Procedures for recovery of the midterm / final exam

16.1. In case of failure to appear for the midterm and final exam, the resumption of the exam is allowed on the basis of the student's statement on behalf of the dean, indicating the honorable reason for the absence and submitting a document confirming the existence of this reason. In case of non-appearance at the midterm and final exams, the resumption of the exam is allowed within 5 calendar days after the student's midterm exam on behalf of the dean and 2 calendar days after the final exam. The decision to resume the exam is made by the dean

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16.2. A student's failure to pass the midterm / final exam can be considered honorable only in emergencies: illness, business trip, marriage or divorce, crucifixion, accident, childbirth, death of a family member, and more.

16.3. The score obtained on the honorary exam will be considered as the score of the midterm / final exam. In case of failure of the recovery or honorary exams, the student will not be able to take the right to take the honorary exam.

Article 17. Components of the educational program

17.1. The components of the educational program are study component and research/scientific-research component;

17.2. Study component - part of the educational program which is represented by course, module, internship, practical project, Bachelor's project/thesis or by any other component;

17.3. Research component - part of the Master's program which is represented by Master's project/thesis;

17.4. Teaching forms are: lecture, seminar, group work, practical training, laboratory work and other.

17.5. Forms of Evaluation consists of the following evaluation components: (oral/written exam, oral/written Q&A, practical/theoretical work, etc.;

17.6. Forms of Evaluation may consist of the following evaluation methods: test, essay, demonstration, presentation, discussion, performing practical/theoretical work, work in the working group, participation in debates, etc;

17.7. Evaluation methods shall be measured with evaluation criteria - the unit of measurement used to evaluate the level of gained learning outcomes;

17.8. The evaluation component, method and criteria must be adequate with the learning outcomes that shall be achieved and is determined by the educational program.

17.9. For successful conduction of the learning process, the Teaching University has introduced Electronic learning process management system - E-LMS;

17.10. E-LMS is interconnecting electronic system of teacher, student and administration;

17.11. The student is obliged to regularly check the information, materials, assignments, grades, etc. That are uploaded on the E-LMS; Administration of the Teaching University and lecturer of the course is not obliged to provide the student with information that is already uploaded in the system;

17.12. The student is obliged to strictly adhere to the deadlines of handing assignments that are set by the syllabus of the course and entered into the E-LMS system by the Lecturer of the course;

17.13. Lecturer of the educational course can accept late assignment independently performed by the student if the late performance is caused due to good reason.

Article 18. Examination conditions

18.1. Examinations can be held in written, oral or mixed form;

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- 18.2. Oral examinations shall be held by the lecturer who leads educational course and if necessary oral examination may be held by the Examination Commission of which composition shall be determined by the Dean of the School together with the lecturer;
- 18.3 The teaching university is entitled to introduce a unified examination system, structure and rules of which are approved by the Rector's Additional Act.

Article 19. Compliance of educational programs and rule for the recognition of education received during the study period

- 19.1. The appropriate school of the teaching university determines the compatibility of the learning outcomes achieved in another educational program by a mobility applicant with a particular educational program through the recognition of credits via the Comparison Act;
- 19.2. During recognition of credits the difference between the name of completed course and the name of the course in receiving program is not impediment of recognition. In comparison, the contents of the courses are given preference; The head of the program has the prerogative to determine the compatibility of the subjects;
- 19.3. Decisive is amount of credits envisaged by receiving school's program in determining amount of recognized ECTS credits.
- 19.4. Within free credits recognition of the course that is not covered by the educational program of the institution is allowed at the expense of free credits;
- 19.5. If the mobility applicant submits an educational program to the teaching university that is not implemented by the ECTS / European Credit Transfer System the temporary commission of the Teaching University, which is created by the Dean, is authorized to calculate the student workloads itself according to the rule established by the legislation and convert it adhering to the following rules:
- a) The total number of individual courses on the educational program performed in astronomical hours is multiplied by 3 and is divided into the equivalent hours of one credit that is 25. For example, if in astronomical hours the workload of the subject is 60 hours, it multiplies by 3 and is divided into 25: $60 \times 3 / 25 = 7,2$, that is rounded to 7 credit. However, the number of credits in the recipient program should be considered. In exceptional form, a 5-credit course can be recognized as 6 credits in favor of the student, if the volume of the above-mentioned course is 6 credits in the recipient program;
- b) If the student's assessment in the other higher education institution meets the 5-point system, it should be transferred into a 100-point assessment system according to the following principle:
- Grade 5 /Excellent/ conventionally considered as – A 91 (Excellent) evaluation;
- Grade 4 /Good/ conventionally considered as – C 71 (Good) evaluation;
- Grade 3 /satisfactory/ conventionally considered as D 61 (satisfactory) evaluation;
- c) Grade "Counted" is converted according to the following principle: 5 point assessment scores obtained on examinations is modified into 100-point assessment system as a result of which total sum of the scores (collected digits) is divided by the number of these disciplines and this

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number will be considered as equivalent to the evaluation of the course grades as "Counted"; for example, $81(4)+91(5)+71(4)+71(4)+91(5)+81(4)=486/6=81$ (B);

- 19.6. Higher education program credits based on which the qualifications are awarded can be recognized for the purposes of other educational programs;
- 19.7. Recognition of the education received by a person abroad is carried out by LEPL National Center for Educational Quality Enhancement in accordance with the legislation.

Article 20. Recognizing the learning outcomes achieved within one qualification for the purposes of other qualification

- 20.1. According to the Georgian legislation, a person enrolled in the Teaching University is entitled to apply in written to the Teaching University with the purpose of determining the compatibility of the learning outcomes achieved within one qualification with educational program enrolled in the university;
- 20.2. For the purpose of recognizing credits the Teaching University determines the compatibility of the learning outcomes achieved in the same cycle of other higher education program with the educational program of the teaching university;
- 20.3. In order to recognize the credits, the Rector of the Teaching University by his/her legal act based on Dean's Report card shall approve the composition of the Commission:
 - a) Director of the appropriate educational program;
 - b) Dean of school or the authorized person of the Dean's office;
 - c) A person with qualification in a relevant field that may be invited.
 - d) Representative of Quality Management Office of the Teaching University
- 20.4. The student who applied to the teaching university with the purpose of determining the compatibility of the learning outcomes achieved within one qualification shall submit a document-diploma confirming appropriate qualification, diploma supplement or appropriately certified transcript and content of the completed courses (syllabus);
- 20.5. If the documentation presented by the student is incomplete or does not envisage the abovementioned requirements, the Commission is entitled not to recognize the credits;
- 20.6. As a result of the content study of educational courses provided by educational programs, it is possible to determine the compliance of these courses, regardless of the difference in their names;
- 20.7. If the student is not able to present content of the course (syllabus) or information is not enough for analyzing, in order to determine the compatibility of the learning outcomes achieved within one qualification, the Teaching University is entitled to conduct an examination / interview with the student in the relevant course / courses. In case of receiving positive results on the exam / interview (50% + 1%) Teaching University is authorized to recognize the results;
- 20.8. Based on the analysis of the outcomes and results of the study course / courses of study, in case of determining the compatibility of the subject or receiving positive assessment in the relevant course / examination / interview, the composition of the Commission makes a decision on recognizing the appropriate credits;

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- 20.9. The commission's conclusion is signed by the chairperson, member / members and secretary of the commission. The secretary of the session shall be responsible for the conducting minutes of the session. Decision on recognition of credits shall be made by a majority vote of participants of the session;
- 20.10. On the basis of the conclusion of the Commission, the Dean of the relevant school prepares the submission to the Rector's name on recognition of credits;
- 20.11. The organizational issues related to the activities of the Commission and the preparation of documents related to the recognition of student credits are duties of the Dean's office.

Article 21. Providing students of appropriate program with further education in case of modification or cancellation of educational program

- 21.1. In case of modification or cancelling an educational program, a higher education institution is obliged to provide students of appropriate program with the opportunity to receive further education. Consequently, there is a possibility of continuing education for students in the Teaching University taking into account the credits received under the modified or cancelled educational program;
- 21.2. In case of modifying the higher education program (adding or removal of an educational course, amendment of the number of credits, etc.) conducted in the teaching university, the recognition shall be made in accordance with credit compatibility;
- 21.3. With the purpose of ensuring students' legitimate interests and further education, the Quality Management Office together with the Program Manager is obliged to study the compatibility of educational program to be cancelled with the neighboring / related education program, the possibility of merging with the last or replacement with new educational program and submit the appropriate opinion to the Academic Board;
- 21.4. With the purpose of providing students of appropriate program with further education in case of modification or cancellation of educational program the Teaching University is entitled to:
- a) Give the opportunity to complete the current cycle to students of the educational program that is going to be cancelled. In this case the educational program is delivered until the end of the current cycle;
 - b) Offer students mobile and flexible educational programs with study courses / modules / free components that are compatible and relevant in transition to other programs and the maximum number of credits will be recognized;
 - c) Provide students with information about relevant educational programs implemented by other higher education institutions;
 - d) Introduce to the student mobility rule, terms and conditions envisaged by the applicable legislation.

Article 22. Transparency of choice envisaged by educational program

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- 22.1. The Teaching University provides the transparency of the content of the educational programs and their implementation.
- 22.2. For the purpose of transparency of the content of the educational process and programs, the school dean's office, the head / heads of the academic program are obliged to provide information to students via different ways.
- 22.3. The electronic learning process management system is one of the main means of ensuring transparency.

Article 23. Completion of an educational program and granting academic degree to the graduate

- 23.1. In accordance with the established rule, the appropriate qualification is awarded to the graduate after obtaining the credits within the scope of educational program established for the relevant level of study - Bachelor / Master's academic degree, based on which the educational document - diploma is issued with its supplement;
- 23.2. The diploma will be awarded with "honors" according to the subparagraph 15.18 of Article 15 of this regulation;
- 23.3. The academic degree awarded by the Teaching University is certified by the Diploma and diploma supplement that is signed by the Rector of the Teaching University and the Dean of the appropriate School and certified by the seal of Teaching University;
- 23.4. In case of loss of Diploma or becoming unsuitable for use, a duplicate shall be issued based on a graduate's request;
- 23.5. In case of finishing educational cycle incompletely, the student is entitled to receive an appropriate certificate along with the academic card.

Article 24. Final Provison

The document shall enter into force upon approval and publication by the Rector