

Student's guidebook

Rector's appeal

Dear friend,

I am glad that you are reading this letter because it means you are already student of the ALTERBRIDGE or now choosing where you want to continue acquiring knowledge.

In both cases the main thing is the motivation that brought you to us - the desire to get qualitative education and to make the right choice for a new stage of your life.

I know this is not so easy. When I was in your age, personally I faced a very difficult choice - on the one hand, I wanted to fulfill my parents' wish and on the other hand, my vocation was calling me. Finally, analysis of myself, my skills and needs won and I end up where I should be.

I know there are still many young people on this crossroads but I also know that your generation is more courageous, freer and that's why it has far more power to make correct choice.

Your choice to be more solid, I would like you to know how we came here that today is called the International Teaching University of Management and Communication "ALTERBRIDGE".

This story started on the day when I first presented before students and realized that this was the work that I would dedicate my whole life to. Soon after this discovery I founded an educational center PR Academy, and since then, year by year together with my team, we were expanding, growing and improving our activities. We were preparing for the day when the educational center would become a higher education institution. We so stably, step-by-step came to you, to the mission by which we declare before you and the whole society that we will do our best to make you to love learning, acquire knowledge that you will use for the success, to make education and science a basis for development of Georgia, in order to your country acquire strong competitive resource in form of you that will be always demanded on the local labor market and prospective in the international arena.

This is our promise and we will do it because we have many years' experience how successful people are created in our space, how they achieve goals, how they find themselves and opportunities, how they overcome the fears and face their own future.

This is what we want to teach you, this is what gives us the basis for contributing to our country and society development together with you.

We believe in you...

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About Teaching University

International Teaching University of Management and Communication “ALTERBRIDGE” was founded in 2018 by the educational center "PR Academy", which has been operating in Georgian education market since 2012 in the sphere of general management, strategic communications, organizational studies, human resources and other demanded spheres in the field of preparation/supply of consultancy services, corporate and individual training and learning programs.

Within the scope of the educational/consulting service, the PR Academy has conducted extensive researches for 6 years in the field of public opinion and organizational management in Georgia, specific business projects are created and realized, evident examples of personal development and career growth are shown. The results of the survey conducted in 2018-2019 have shown that during the learning process or in the shortest period after the completion of the studies the absolute majority of the PR academy's graduates experience significant changes in terms of personal and career development as a result of the acquired knowledge.

In particular, the survey has shown that 93% of graduates experience improvement result regarding professional changes and the personal self-realization rate is 96%.¹ This once again demonstrates that the introduction/application of transformational teaching methods in educational programs increases the opportunity of employment and self-realization and that in this direction the multi-year experience of the HEI's team is one of the competitive advantages of a new Teaching University.

Nowadays, PR Academy's services are used by international and local organizations, small and medium businesses, non-governmental and public sector representatives. Among them are TBC Bank, the Parliament of Georgia, Georgian Post, Georgian Railway, National Center of Manuscripts, Ministry of Agriculture, Civil Service Bureau, International Organizations: GIZ / UNDP / USAID / NDI / UNICEF, etc. The PR Academy is the winner of several grants and tender competition.²

Successful experiences of educational process management focused on instantaneous result and the formation of a team of companions led to the idea of creating a higher education institution, execution of which has started since 2016. In particular, during recent years the PR Academy systematically develops its relations with local and international educational institutions, strengthens its cooperation with the public sector, participates in projects executed by the donor and non-governmental organizations –in the field of education, democratic development, the government empowerment, gender equality, raising of awareness, supporting the future leader women and other areas. Creates a strong platform for attraction and employment of academic personnel. In 2017, through electronic auction the organization acquired a non-agricultural land plot of 1141 sq.m located at Tskneti Highway in Tbilisi, where a modern-designed building was built in 2018 which fully satisfies the authorization standards of a higher educational institution and creates maximum commitment for research,

¹ Research document of ALTERBRIDGE, p. 52. Diagram #14, diagram #15

² www.pra.ge

teaching and development.

In 2018, International Teaching University of Management and Communication “ALTERBRIDGE” LLC was founded on the base of the PR Academy, one of the competitive advantages of which is the multi-year experience of founding and managing team, solid reputation, recognition, high rate of employees and strong team of professionals. Hence, this is the best prerequisite for establishing another educational center oriented on employment and self-realization in Georgia, which will create educational programs tailored to the requirements of the labor market considering gained experience and create the competitive, qualified human resource by using transformational teaching methods.

Definition of the name

The name “ALTERBRIDGE” was selected considering the mission and future vision of the University. It is a juxtaposition of functional meaning. Particularly, by choosing this name, the University takes responsibility to become alternate bridge, which will ensure the connection between science and society, education and labor market and it will create new opportunities for self-realization of future generations at national and international levels.

Educational Activity

- Bachelor’s and Master’s programs of higher education;
- Certification programs, training, professional courses;
- Research projects, scientific conferences.

Values

- Professionalism
- Mutual trust and teamwork
- Publicity and transparency
- Ethics and justice
- Corporate Social Responsibility and Patriotism
- Academic freedom
- Continuous development

The mission

The mission of the Teaching University is to give people new opportunities for personal and professional self-realization. In this regard, it creates accessible conditions for research and acquiring knowledge, establishes an international platform for interaction of education and labor market, promotes improvement of public relations in Georgia.

Vision

By 2026, International Teaching University of Management and Communication “ALTERBRIDGE” will be the highly-rated higher education institution, which by a strong team of professionals, the international standards-based programs, an ecological infrastructure, research activities and transformational teaching methods creates competitive, qualified human resources, ensures continuity of education process, promotes the processes of internationalization and commercialization of education and science and contributes to the development of “knowledge economy” in the country.

Calendar of Teaching University

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 includes 38 weeks at the Teaching University. If necessary, adding a summer semester is admissible.

Academic calendar of 2019-2020 academic year for Bachelor’s program students:

	Fall semester	Spring semester
Administrative & academic registration period	August 26 – September 12, 2019	February 24 – March 1, 2019
Lecture period	September 16 - December 28, 2019	March 2 – June 13, 2019
Preparation for exams	January 8-15, 2019	June 15 -21, 2019
Exams period	January 16-30, 2019	June 22 – July 11, 2019
Christmas Holidays	December 30, 2019- January 7, 2020	
Semestrial Holidays	January 31 - March 1	July 12 – September 12, 2019

for Master’s program students:

	Fall semester	Spring semester
Administrative & academic registration period	September 30 – October 5, 2019	March 2-7, 2020
Study Period	October 7 – January 18, 2020	March 9 – June 20, 2020
Christmas Holidays	December 30, 2019 - January 7, 2020	
Preparation for exams	January 20-25, 2020	June 22-27, 2020
Exams period	January 27- February 8,2020	June 29 - July 11, 2020
Semestrial Holidays	February 10 – March 9, 2020	July 13 - October 2, 2020

Days missed on 6 and 7 January will be restored on 20-21 January.

Public holidays:

- ♦ January 1, 2 – New Year holidays;
- ♦ January 7 – Christmas;
- ♦ January 19 – Epiphany;
- ♦ March 3 – Mother’s Day;
- ♦ March 8 – International Women’s Day;
- ♦ April 9 – the day of national unity, national consent, and commemoration of people who died for the national integrity of Georgia;
- ♦ May 9 – Victory Day;
- ♦ May 12 – Commemoration Day of St. Andrew the Apostle;
- ♦ May 26– Independence Day of Georgia;
- ♦ August 28 – Virgin Mary’s day;
- ♦ October 14 – Holiday of Svetitskhovloba;
- ♦ November 23 – St. George’s Day.

Educational Programs

A full list of educational programs available in "Alterbridge" is published at the Teaching University website (alterbridge.ge). The Bachelor's educational program includes at least 240 credits and envisages teaching the basics of the appropriate specialty, that is necessary for the work according to the qualification awarded to person and further studies in the master's degree program. Master's educational program includes no less than 120 credits, provides the elements of scientific research and aims at preparing a specialist or researcher of subsequent level to bachelor's and also prepares the person to work by the qualifications obtained.

Tuition fees and administrative registration

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. Students with partial state financing must cover the difference between state grant and real tuition fees in the deadline for administrative registration. Terms of administrative registration are specified in the contract signed with the student. Arrangement of individual payment schedule is permitted in agreement with the Chancellor (detailed information is provided in Rules and Regulation for Educational Process. Violation terms of administrative registration and non-payment of tuition fees is the basis for suspension of student status.

The semester fee for students enrolling in the university via mobility is determined by the tariff set by the individual contract for the specialty.

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.

Partner Bank(s)

The Teaching University has billing relations with TBC Bank and Bank of Georgia.

The amount paid by the student is instantly reflected in the financial system.

In case of transferring the tuition fees from the other bank, a personal number, the identity of the student and the requisites of the Teaching University shall be indicated:

Identification code: 405284473

Receiver's bank: JSC TBC Bank, Bank code: TBCBGE22

Receiver's account: GE09TB7248736080100010

Receiver's name: International University of Management and Communication ALTERBRIDGE LLC

Electronic learning process management system

For successful conduction of the learning process, the Teaching University has introduced Electronic learning process management system - E-LMS; E-LMS is electronic system interconnecting lecturer, student and administration; The Electronic learning process management system ensures the transparency of the content of the educational programs and their implementation process, the maximized informing of students about changes related to teaching or other university changes. 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 are not obliged to provide the student with information that is already uploaded in the system; 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; Lecturer of the educational course can accept late assignment independently performed by the student if the late performance is caused due to good reason; The final exam is repeatedly passed within the term defined by the academic calendar according to the rules established by the Teaching University.

Obtaining Status of Student

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.

Suspension of the Status

The grounds for the suspension of the status are as follows:

- a) Personal application
- 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 envisaged by the educational services agreement between the student and the institution;
- e) missing academic registration;
- f) Other circumstances established by the normative acts of the Teaching University.

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

Termination of Student Status

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) Other grounds provided by the legislation and the normative acts of the institution.

Information about obtaining, suspension and termination of student status is fully reflected in Rules and Regulation for Educational Process (Article 2; 5-6).

External mobility

The Teaching University officially announces mobility places according to the cycles and basic educational programs. Mobility can be conducted within one cycle of higher education twice a year, within the timeframes prescribed by the law (detailed information: <https://ege.ge/geo/static/17/Students-Mobility>). The Rector establishes the term in which the mobility applicants are allowed to submit documents to the institution;

List of documents required for mobility:

- a) Copy of the personal identity document
- b) Copy of document certifying a complete general education;
- 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.

International mobility is carried out in accordance with the rules established by the law.

Internal Mobility

The student has the right to change educational program via internal mobility during the study period within the same cycle of higher education. Internal mobility is announced on the basis of the rector's order twice a year and the right to participate in it is granted to the student in accordance with the Georgian legislation; The student shall be entitled to use this right even if s/he has been suspended of student status at the time of declaring internal mobility. The complete information about mobility is given in Rules and Regulation for Educational Process, Articles 3-4.

Rights and obligations of student

A student is entitled to use Teaching University's material and technical, library, information and other resources in order to receive knowledge of corresponding qualification, to be engaged in scientific-research activity and student self-government. S/he is also entitled to receive financial support and /or other types of subsidies in accordance with the regulations of Teaching University; Freely express his/her opinion and refuse to share those ideas, that are unacceptable considering values of the Teaching University;

The student has right to move the state educational/master's grant with him/her in compliance with rules established by legislation and the recipient institution from the second year of study when moving to another accredited program in accordance with the procedure envisaged by the legislation; Choose an educational program, participate in elaboration of program and development of individual curriculum; Periodically take part in the process of evaluating the work of academic personnel in cooperation with Quality Management Office; Organize student meetings upon agreement with the appropriate educational unit of teaching university observing the requirements of Georgian legislation and educational process and Teaching University regulations;

The student is entitled to 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; The student is obliged to obligations undertaken by the individual contract concluded with him/her; get acquainted with the Code of Ethics of the Teaching University, Internal Regulation, Regulation for using the Library and protect the authority of the institution, care about strengthening its reputation. S/he is required not to commit unlawful action provided by the Georgian legislation; Take into account that alcoholic beverages, narcotic drugs, sharp weapons, smoking tobacco, gambling games are prohibited on the territory of the Teaching University.

The student should express respect for the administrative, academic staff, invited lecturers and other students of the Teaching University. Follow the requirements established by the Teaching University' regulatory norms regarding payment of tuition fees, plagiarism and passing exams, student can claim to protect his/her legal rights, appeal learning results evaluated of the non-objectively. For this purpose, s/he shall submit an application to the relevant structural unit.

Privilege conditions for different categories of students

The Teaching University establishes a flexible system of payment. There are also various types of privileges according to the specific educational program, which is determined by agreement of the School Dean and the Chancellor. A student entitled for privileges is required to submit a document confirming the status determined

by the legislation. For this purpose, Rules and Regulation for Educational Process prescribe **mechanisms for giving financial privileges to students including socially vulnerable students and rule for awarding scholarship**, that applies on the following category of students:

- 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 persons deceased 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.

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

3. In order to enjoy the privilege, the student shall apply to the School Dean 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.

4. If the student has privileges, the student's tuition fee is determined by the order of the Rector, where the legal basis for giving the privileges and the privilege 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.

Rules for awarding scholarship

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. 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).

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.

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, republic 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.). 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

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.

One-off monetary incentive

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

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

Access to education for persons with disabilities

The environment adapted for people using wheelchairs is provided at the Teaching University. In certain necessary cases the administration will provide appropriate assistance to such persons. The essential signs for moving people with disabilities are clearly visible. All kinds of services: water closets, media library, computer class, etc. are accessible to the persons with disabilities.

Awarding academic degree to the graduate

The appropriate qualification – bachelor's / master's degree is awarded to the graduate after obtaining the credits within the scope of educational program (minimum 120 and/or 240 credits) established for the relevant study cycle, based on which the educational document - diploma is issued with its supplement. The diploma with honors is awarded if the student's grade point average from 240 credits is GPA 3.7 and more. The academic degree awarded by the Teaching University is certified by the Diploma and diploma supplement that are signed by the Rector of the Teaching University and the Dean of the appropriate School and certified by the seal of Teaching University. In case of loss of Diploma or becoming unsuitable for use, a duplicate shall be

issued based on a graduate's request. In case of finishing educational cycle incompletely, the student is entitled to receive an appropriate certificate along with the academic card.

University's partners

For the students' professional development and future career, the university has signed Memorandums of Cooperation with the following organizations:

- School of Management- University College in Warsaw;
- VIAMODA College in Warsaw;
- Trends Creative Management;
- NNLE "National Youth Palace";
- Publicity Group
- NNLE "Georgian Employers Group"
- JMG & PARTNERS
- Training Center of Georgian Bar Association;
- Journal "BusinessPost"
- Georgian Centre for Strategic Research and Development

Media library of the University

The Library of Teaching University is a closed educational unit (only for students and staff) existing at the University balance, where the printed and electronic publications are protected.

Student life

Students and Graduates Service and Career Management Service provide information to interested persons about professional orientation, future employment and successful career. Student life involves:

- a) Periodic meetings of students and graduates with potential employers and exchange of information;
- b) employment perspectives of students and graduates and coordination of cooperation with civil, private and public sector;
- c) Providing students and graduates with the necessary data from the database of employers;
- d) Promotion and coordination of implementing student projects and innovative initiatives;
- e) Helping foreign students to integrate into the learning environment;
- f) Involvement in relevant studies for determining employment market demands and future priorities;

- g) Participation in different sports-recreational activities or cognitive projects, etc.

Rule for taking internship

Internship has been introduced at International Teaching University of Management and Communication “ALTERBRIDGE” internally in the University as well as in partner organizations, that in addition to professional development of students and graduates, also encompasses further employment prospects.

Teaching University gives opportunity young specialists to work independently and show creative initiatives in order to train highly qualified staff, for their professional growth, and to develop and improve their practical skills.

Scientific bases

Scientific databases presented in the Electronic Library section allow you to access the authoritative scientific electronic databases from both, at university and outside the university, including: journals, books, bibliographic data, abstracts and various scientific papers. These papers are available for free. Currently, the library of the Teaching University gives students the opportunity to access the scientific base.

- Cambridge Journals Online (<https://www.cambridge.org/core>)
- e-Duke Journals Scholarly Collection (<https://read.dukeupress.edu/>)
- Edward Elgar Publishing Journals and Development Studies e-books (<https://www.elgaronline.com/>)
- IMechE Journals (<https://uk.sagepub.com/en-gb/eur/IMEchE>)
- Openedition Journals (<https://www.openedition.org/>)
- Royal Society Journals Collection (<https://royalsociety.org/journals/>)
- SAGE Journals (<https://journals.sagepub.com>)
- SAGE APCs for Open Access Journals (<https://uk.sagepub.com/en-gb/eur/pure-gold-openaccess-journals-at-sage>)
- <http://lawlibrary.info/ge/>
- <https://matsne.gov.ge/>

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