
GENERAL ACADEMIC REGULATIONS

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Article 1. Scope of regulation

The purpose of this regulation is to define and regulate the unified procedure for obtaining, suspension and termination of status as well as the academic assessment of a student of LEPL - Kutaisi International University (hereinafter referred to as - the University), student rights and obligations and other issues related to the study process.

Article 2. Obtaining University student status

1. The basis for obtaining student status at the undergraduate program level is the results of the Unified National Exams, except for other cases defined under law;
2. Applicants/students with the right to study without passing the Unified National Examinations will be granted the status of a University student in accordance with the rules established by law;
3. A person will be enrolled in the bachelor's program in compliance with the current legislation, the requirements established by this rule and the preconditions for admission to educational programs;
4. After successfully passing the Unified National Exams, but no later than the deadline for administrative registration set by the Executive Director (hereinafter referred to as the "Rector"), the entrant must submit the following documents to the University for enrollment to the relevant undergraduate educational program:
 - a) a copy of the identification document;
 - b) a notarized copy of the document certifying education;
 - c) a copy of the document certifying military registration (for male);
 - d) one photo (3x4) and electronic version of the photo;
 - e) in case of education received in a foreign country, a copy of the document certifying the recognition of education received abroad.
5. Student status to the undergraduate educational program is granted by the order of the Rector of the University on the basis of an agreement concluded between the University and the student.

Article 3. Administrative and academic registration

1. To be eligible for participation in the study process, a university student is required to obtain academic and administrative registration for each semester within the timeframe specified by the order of the University Rector;
2. An administrative registration by a student considers full or partial payment of tuition fee in accordance with the rules established at the University. Administrative registration is a prerequisite for the academic registration and demonstrates the readiness of the student to participate in the study process, interim and final exams.
3. Omitted 29.05.2024.
4. An academic registration by a student means the registration of a student for study courses;
5. The student has the right to request the cancellation of the administrative and academic registration within no more than 2 weeks from the beginning of the study process. After the expiration of this period, the student loses his/her right to receive back paid amount or use it for the following semesters;
6. Addition/cancellation/change of the study course is allowed within 1 week from the beginning of the study process.
7. An exception to the rule established under Paragraphs 1 and 6 of this Article may be determined based on an individual decision of the University Rector. An individual decision issued as an exception to the rule established under Paragraph 1 of this Article shall be adopted in the form of an individual administrative-legal act.

Article 4. Student's academic workload

1. The academic year is made up of fall and spring semesters;
2. The academic calendar is approved by the order of the Rector of the University, before the start of the academic year,
3. Student's academic workload per academic year is equivalent of an average of 60 ECTS credits;
4. Student academic workload for one semester should not exceed 36 ECTS credits;
5. Student academic workload for one academic year should not exceed 66 ECTS credits;
- 5¹ If a student cannot accumulate maximum semester credits (30 ECTS) during the semester and due to the structural features of the relevant educational program of the University, it is not possible to reach the offered student's academic workload equivalent of 30 ECTS credits in the following semester(s), the student is entitled to use the amount paid for missing credits during the mentioned semesters, in accordance with paragraph 3 of Article 15 of this Rule, in case of continuing the study for additional semester; however this rule is valid for no more than 30 credits in total and no more than two semesters after the completion of the main study time considered for the educational program.
- 5² Exceeding the upper limit of credits determined by paragraph 4 and paragraph 5 of this article is allowed in the case of completing a mandatory internship provided by the educational program or completing a bachelor's thesis/project so that the student's study load during one academic year does not exceed 75 ECTS credits.
6. One credit (ECTS) at the University equals to the student's academic workload for 30 hours, which includes both contact and independent hours;
7. Taught course format can include (AC_GUIDE 002_Course Format Guideline):
 - a) lecture;
 - b) central exercise;
 - c) exercise;
 - d) seminar;
 - e) practical;
 - f) course TTF (Tutor-Test-Feedback).
8. One contact/academic hour at the University is 50 minutes;
9. A single academic semester shall consist of fourteen (14) instructional weeks, one (1) week designated for midterm examinations, and the periods allocated for primary and supplementary examinations. The specific timeframe for conducting midterm examinations shall be determined by the syllabus of the respective academic course.

Article 5. Enrollment through mobility

1. Enrollment in the University through mobility is carried out in accordance with the rules established by the legislation of Georgia;
2. In case of enrollment of a student through mobility, in accordance with current rules of recognition of credits of the University, the compatibility of the student's learning outcomes with the relevant educational program of the University is determined and the permissible stage for continuing study is decided based on recognized credits;
3. In case of enrollment of a student in the University through mobility, his/her tuition fee is determined according to the University tariffs set for the respective educational program;
4. If, after enrollment of a student through mobility, due to the structural features of the relevant educational program of the University, the semester academic workload offered to the student does not reach 30 ECTS credits in the relevant or next semester(s) of enrollment, the student is entitled to use

the amount paid for missing credits during the mentioned semesters, in accordance with paragraph 3 of Article 15 of this Rule, in case of continuing the study for additional semester; however this rule is valid for no more than 30 credits in total and no more than two semesters after the completion of the main study time considered for the educational program.

Article 6. Internal Mobility

1. A student of the University is entitled to transfer from one educational program of the University to another educational program (hereinafter referred to as - "Internal mobility");
2. Internal mobility is carried out within the timeframe determined by the order of the University Rector;
3. Internal mobility can be implemented in the fall and spring semesters before the start of the study process;
4. The Rector is authorized to declare extraordinary internal mobility in case of refusal or revocation of the accreditation of the educational program or in case of reorganization/cancellation of the educational program;
5. For the purpose of internal mobility, the vacancies are determined according to the educational programs, by the order of the Rector of the University;
6. The student gets right to participate in internal mobility after one semester of study in a higher education program, except for the students, participating in extraordinary internal mobility. The period of study does not include the time during which the student status was suspended;
7. A person who has suspended student status at the moment of announcing internal mobility has the right to participate in internal mobility;
8. The right to change the academic educational program is granted to the number of students according to the number of vacant places, and whose unified national exam results exceed the corresponding results of other candidates for internal mobility;
9. University faculty/school is authorized to set additional requirements for internal mobility;
10. If two or more students have the same results for the last competition place, they will obtain the right to change the educational program by exceeding the number of vacant positions;
11. Students enrolled in the educational program without passing the Unified National Exams will be entitled to change the educational program through internal mobility by exceeding the number of vacant positions;
12. In the process of internal mobility recognition of student credits is carried out in accordance with the rules for the recognition of credits valid at the University;
13. An applicant for internal mobility, who does not apply to the relevant structural unit to amend the contract within the timeframe established by the order of the Rector, loses the right to transfer to the mentioned educational program;
14. Transfer of a student to another educational program through internal mobility is drawn up by the order of the University Rector;
15. In case of enrollment of a student in the University through internal mobility, his/her tuition fee is determined according to the university tariffs set for the respective educational program;
16. If, after enrollment of a student through internal mobility, due to the structural features of the relevant educational program of the University, the semester academic workload offered to the student does not reach 30 ECTS credits in the relevant or next semester(s) of enrollment, the student is entitled to use the amount paid for missing credits during the mentioned semesters, in accordance with paragraph 3 of Article 15 of this Rule, in case of continuing the study for additional semester; however this rule is valid for no more than 30 credits in total and no more than two semesters after the completion of the main study time considered for the educational program.

Article 7. Suspension of student status

1. Suspension of student status means exemption from the fulfillment of the rights and duties of the University and student, without termination of student status, for a period of suspension of status. During the suspension of the status, the agreement between the University and the student is suspended;
2. During the suspension of student status, the parties are exempted from fulfilling their obligations under the contract, unless the obligations arise before the suspension of the status (financial obligation to the University, possession of the University property, etc.);
3. Grounds for suspending student status include:
 - a) personal statement;
 - b) failure to go through administrative/academic registration;
 - c) deterioration of health condition, if the inability of the student to participate in the educational process is documented;
 - d) pregnancy, childbirth or child care;
 - e) study in a foreign higher education institution, except for participation in an exchange educational program in agreement with the University;
 - f) drafting of a student to military service in case of student's wish to voluntarily undertake compulsory military service, which makes participation in the educational process impossible.
4. Pursuant to sub-paragraphs "a", "e" or "f", paragraph 3 of this Article, the student must apply to the Rector of the University with a request to suspend the status within 2 weeks from the beginning of the study process. After the expiration of this period, the student loses the right to suspend his/her status and use the tuition fee for the following semesters;
5. Pursuant to sub-paragraphs "c" or "d", paragraph 3 of this Article, a student must apply to the Rector of the University with a request to suspend his/her status within 2 weeks from the beginning of the study process. In case of exceeding the mentioned term, the decision can be made individually by the order of the Rector of the University, on the basis of submitting the relevant documents;
6. The maximum period for suspension of student status is 5 years, except for cases provided by law;
7. 5 years after the suspension of student status, individual's student status is terminated, except for cases provided by law.

Article 8. Reinstatement of student status

1. Reinstatement of student status for the suspended educational program is possible on the basis of academic and administrative registration;
2. Student status can be reinstated within five years from the suspension of status;
3. In case of reinstatement of student status, for those who have suspended their student status, the allowable stage to continue the education and tuition fee shall be determined by the mobility rule in accordance with the regulations for student enrollment, on the basis of the academic certificate of the program achieved by the student before the suspension of status;
4. Student status is reinstated by the order of the Rector of the University on the basis of an agreement between the University and the student;
5. A person who has suspended student status has the right to participate in internal mobility.

Article 9. Termination of student status

1. The grounds for termination of student status are:
 - a) personal statement;
 - b) suspension of student status for more than 5 years during the period of study at the University;
 - c) completion of the educational program by the student;
 - d) failure to receive credits twice for the same compulsory course in the event that the student has accumulated less than 50% of the credits provided by the educational program;
 - d¹) failure to receive credits three times for the same compulsory course in the event that the student has accumulated more than 50% of the credits provided by the educational program;
 - e) a decision made as a result of disciplinary procedures against a student in accordance with the current regulations of the University;
 - f) transfer to another educational institution;
 - g) death.
2. Other legal issues related to the termination of student status are resolved in accordance with the current legislation and legal acts of the University;
3. The legal consequences considered under the legal act on termination of student status are drawn up 12 months after the issuance of the order. During this period the student status is considered as suspended and the student is entitled to exercise the right of mobility and transfer to another higher education institution;
4. In case of termination of student status, its re-obtaining is allowed in accordance with the rules established by law.

Article 10. Rights and obligations of the student

1. A university student has the right to:
 - a) receive a high-quality education and participate in scientific research;
 - b) use the material and technical base of the University, library, information and other resources;
 - c) receive qualified consultations on educational programs, study courses, timing and format of examinations, as well as issues related to the learning process;
 - d) become familiar with the educational program and syllabus of the study course;
 - e) request a fair assessment of knowledge and appeal the examination result in accordance with the established procedure;
 - f) periodically evaluate the work of academic and administrative staff;
 - g) Within the prescribed timeframe of the educational program, a student may retake an academic course. In such cases, the assessment of the course shall be based solely on the evaluation received for the retaken course.
 - h) participate in internal mobility after one semester of study;
 - i) participate in external mobility after one year of learning;
 - j) participate in the development of an individual curriculum.
2. The university student is responsible to:
 - a) periodically get familiar with and follow the University Charter, Student Code of Conduct and other legal acts;
 - b) comply with the terms of the contract concluded with the University;
 - c) study all courses that are compulsory according to the program established by the University;
 - d) follow the deadlines set by the academic calendar;

- e) inform the University about the changes in the information indicated in the student card within one month;
- f) take care of the property managed by the University.

Article 11. Individual curriculum

1. An individual curriculum implies an aggregate of study courses, content, scope and rules of study drawn up due to the existence of relevant circumstances, taking into account the student's/University's interests, different requirements, needs and level of academic performance of the student. It can be developed both within the full educational program and for individual study courses before the beginning of the semester;
2. Individual curriculum can be developed for students with special educational needs and disabilities, members of national minorities, students enrolled without passing the Unified National Examinations, students participating in an exchange educational program, students enrolled under mobility/internal mobility/reinstatement rules, students with academic backwardness or with special academic achievements, convicted students and other individuals, as well as based on the interests/needs of the University;
3. The name of the course(s), the amount of credits, the semester, the appropriate forms and conditions of teaching-learning and the assessment, the different requirements for the implementation of the educational process, etc. should be indicated in the individual curriculum. The content and structure of an individual curriculum depends on the needs of the student;
4. An individual curriculum for a student with special educational needs (SEN) and with disability may consider adaptation of teaching-learning, assessment, study instruction and educational resources, the provision of appropriate forms and conditions (including e-learning) in order to ensure student's uninterrupted participation in the educational process;
5. The student applies to the faculty/school administration no later than 2 weeks before the start of the study process with a request to develop an individual curriculum. The application must be accompanied by relevant documentation and the need for an individual curriculum must be substantiated; the first semester student shall apply to the faculty/school administration with a request to develop an individual curriculum within the time limit set for administrative/ academic registration;
6. An individual curriculum can be developed at the initiative of the faculty/school, in agreement with the students of the respective program(s), taking into account the interests and needs of the University;
7. The following persons can take part in the development of an individual curriculum: the student, the head of the relevant educational program/school/faculty, the lecturer(s) conducting the study courses, the representatives of the administration. If necessary, a specialist with relevant qualification/inclusive education may be invited;
8. The individual curriculum of the student is reviewed and approved by the Rector of the University upon the submission by the faculty/school.

Article 12. Semester tuition fee

1. The amount of semester tuition fee at the University is determined in accordance with the University tariffs set for the relevant educational program for the year of enrollment;
2. The student must pay the semester tuition fee within the deadlines set for the administrative registration;
3. A student with partial funding must cover the difference between the funding obtained and the semester tuition fee within the timeframe set for the administrative registration;
4. In case of admission of a student through mobility/internal mobility/reinstatement at the University, the student's tuition fee is determined according to the tuition fee for the educational program he/she will continue study for.

Article 13. Rules for conducting interim assessment and final exam

1. Credit can be obtained by a student only after achieving the learning outcomes considered under the syllabus of the relevant study course;
2. Assessment of the level of achievement of student learning outcomes in each component of the program includes interim and final assessment;
3. Each form and component of the assessment is assigned the share of the final assessment from the total score of the evaluation. The components of the interim and final assessment, the form of examination, the methods and the minimum competency threshold are determined by the syllabus of the relevant study course;
4. It is not permissible to grant the credit using only one form of assessment (interim or final assessment). The student is granted the credit in case of receiving a positive assessment specified in paragraph 6 of this Article;
5. The final exam is mandatory and a student, who has achieved the minimum competency threshold specified in the syllabus of the study course relevant for interim assessment, is allowed to take it.
6. The University assessment system accepts:
 - a) Five types of positive assessment:
 - (A) Excellent - Maximum assessment score 91-100;
 - (B) Very good – Maximum assessment score 81-90;
 - (C) Good – Maximum assessment score 71-80;
 - (D) Satisfactory - Maximum assessment score 61-70;
 - (E) Sufficient - Maximum assessment score 51-60;
 - b) Two types of negative assessment:
 - (FX) No pass – Maximum assessment score 41-50 - the student needs more work to pass, and he/she is given the right to take the exam again after independent work;
 - (F) Failed – Maximum assessment score 40 or lower - the student's work is not sufficient and he/she has to study the discipline from the beginning.
7. In case of "(FX) no pass - 41-50 points" assessment, defined in paragraph 6 of this Article, the student has the right to take an additional exam in the same semester;
8. An additional exam is scheduled no earlier than 5 days after the announcement of results of the final exam;
9. The number of points obtained at the final exam is not added to the assessment obtained by the student at the additional exam;
10. The assessment obtained at the additional exam is the final assessment and is reflected in the final assessment of the educational program component;

11. In case of getting 0-50 points in the final assessment of the educational component, considering the final assessment, the student will be granted an assessment of F-0.

Article 13¹. Violation of the norms of academic integrity

1. If, in the opinion of the subject lecturer, there are signs of violation of the norms of academic integrity, considered under the "Student Code of Conduct" of the University, the lecturer will consider the issue in accordance with the regulations considered under the "Student Code of Conduct" of the University.
2. In the case considered under paragraph 1 of this Article, the subject lecturer must inform the faculty/school administration about the fact of violation of the norms of academic integrity by the student and the measure(s) taken by him/her;
3. In case of conscious or intentional or repeated violation of the norms of academic integrity by the student, as well as for each subsequent case of violation, the faculty/school administration should transfer the student case to the "Student Ethics Commission" established by the act of the Executive Director/Rector of the University.

Article 13². Appealing results of the interim assessment and the results of interim/final/additional exam

1. The student is entitled, within five working days after learning about the interim assessment results, to apply to the lecturer of the relevant subject and request access to the evaluated paper and, if necessary, request a review of the assessment results. The student must indicate in the request for revision of the assessment results the part(s) of the assessment where he/she disagrees with the lecturer and substantiate his/her position. Communication between the student and the lecturer is carried out via e-mail provided by the University. The lecturer of the relevant subject reviews the student's request within 3 working days and immediately informs the student of the result of the review.
2. The student is entitled to apply to the faculty/school administration for review of the assessed paper and, if necessary, to review the results of the assessment, within five working days after receiving the interim/final/additional exam assessment. The student must indicate in the request for revision of the assessment results part(s) of the assessment where he/she disagrees with the lecturer and to substantiate his/her position. Communication between the student and the faculty/school administration is carried out via e-mail provided by the University.
3. The student's request will be submitted to the lecturer of the relevant subject by the faculty/school administration within 2 working days for appropriate response; lecturer will review such request within 3 working days.
4. When reviewing the assessment results, it is advisable to establish communication between the lecturer and the student.
5. The head of the faculty/school is authorized to make a decision in relation to the participation of other lecturer(s) of the relevant faculty/school in the review of the student assessment together with the subject lecturer.
6. The lecturer shall immediately inform the faculty/school administration about the results of the review, and the faculty/school administration shall inform the student about the results of the review.
7. If the student does not agree with the results of the review, he/she is authorized to submit appeal to the Rector of the University;
8. The Rector of the University is authorized to establish an Appeals Commission for the purpose of appealing the results of the interim and final exams, as well as additional exams.

Article 14. Deferral of interim/final/additional exam

1. In case of non-appearance at the final and additional examination, the examination may be deferred on the basis of the student's application addressed to the head of the faculty/school, by submitting a document certifying the acceptable reason for non-appearance. The decision to retake the exam is made by the head of the faculty/school. Exam can be retaken within 2 weeks from the date of the final/additional exam;
2. In case of non-appearance at the final and additional exams after the expiration of the period provided for in paragraph 1 of this Article, the scheduling of individual examination for the student is allowed only if the above is conditioned by the excusable/acceptable reasons. The decision on scheduling the exam in an individual manner is made by the Rector of the University on the basis of the submission by the head of the faculty/school.
3. The decision on deferral of the interim exam is made by the head of the faculty/school.

Article 15. Continuation of study in the additional semester

1. A student, who has not obtained the relevant qualification within the timeframe specified in the educational program, is entitled to continue his/her study for an additional six semesters and to complete the study program with self-financing;
2. The tuition fee for the student for the first three additional semesters is determined according to the credits of the study course(s) to be taken in the current semester, and in the following additional semesters the student pays the semester fee for the current semester;
3. The cost of one credit for educational programs is defined by dividing the educational program semester tuition fee to 30.

Article 16. Academic Assessment: Cumulative Weighted Average Score (GPA)

1. Students' academic performance in undergraduate educational programs is assessed via a cumulative weighted average score - GPA (grade point average).
2. The maximal value of a student GPA when studying for an educational program is 4.0.
3. The weighted GP score obtained by the student in the individual subject is calculated according to the following scheme:

Assessment of subject	Weighted score (GP)
94-100	4.0
91-93	3.7
88-90	3.4
85-87	3.1
81-84	2.8
78-80	2.5
74-77	2.2
71-73	1.9
68-70	1.6
64-67	1.3
61-63	1.0
56-60	0.8
51-55	0.5

4. Within the educational program, the student GPA is calculated by dividing the sum of multiples of weighted scores for each subject corresponding to the obtained credits and the number of credits of the subject by the total number of credits obtained by the student:

$$GPA = \frac{\sum_k (GP_k * C_k)}{\sum_k C_k}$$

where,

K index indicates the number of the individual subjects;

GPK - weighted score for individual subject assessment;

C_k - ECTS credit for individual subject.

5. GPA value obtained is rounded up to one hundredth accuracy.

Article 17. Awarding the qualification and diploma

1. After completing the mandatory components and accumulation of credits provided for the educational program, the student is awarded the academic degree/qualification considered by the educational program.

2. A necessary condition for awarding an academic degree is the completion and defense of a thesis. Within the BSc educational program, the student may either complete a bachelor's thesis or a capstone project.
3. To evaluate the thesis, a relevant committee is established by the Rector's order.
4. The committee evaluates the thesis based on the assessment system outlined in point 6 of Article 13 of this document.
5. The committee is entitled to give the student the opportunity to correct and present their thesis again no later than 4 weeks after the committee has completed the initial evaluation.
6. The awarding of an academic degree/qualification is carried out by the University's Scientific Council based on the recommendation/approval of the head of the relevant academic unit and the Quality Assurance Manager and the administration head/Chancellor.
7. Award of academic degree/qualification to a student is confirmed by a duly certified diploma and a diploma attachment.

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