



Regulations of the Educational Process

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These Rules establish the unified norms of regulation of the educational process at the Non-entrepreneurial (Non-commercial) Legal Entity Georgian Institute of Public Affairs.

Note: these Rules shall not apply to the certification courses (unless otherwise provided for by these Rules).

Chapter I

Rules of student status acquisition, suspension and termination and mobility for all levels of educational program

Article 1. Scope of Regulation

- 1.1 This chapter (hereinafter - the Rule) regulates the issues of acquisition, suspension and termination of student status and mobility and related procedures for all levels of educational programs at the Non-entrepreneurial (Non-commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter – the University).
- 1.2 This Rule has been adopted in accordance with the current legislation of Georgia, including the Law of Georgia on “Higher Education“, aims and is binding for all participants of the educational process.

§ 1. Rules of Acquisition of the Student Status at the University

Article 2. Rule of Admission of Students at the University

- 2.1 Student is a person enrolled at the University under the procedure established by the Law of Georgia on Higher Education and by this Rule and studies to pass Bachelor’s, Master’s and a Doctoral educational program at the University.
- 2.2 The University provides Bachelor’s, Master’s and Doctoral academic educational programs.
- 2.3 Only the entrant, who has passed the relevant Unified National Examinations according to the procedure established by the legislation of Georgia, shall have the right to study at the first level of educational program (Bachelor’s program).
- 2.4 Study at the University without passing the Unified National Examinations shall be permitted according to the procedure and within the timeframes established by the Ministry of Education and Science of Georgia for:
 - 2.4.1 Citizens of foreign countries and stateless persons, who have acquired complete general education or equivalent education in a foreign country;
 - 2.4.2 Citizens of Georgia who have acquired complete general education or its equivalent education in a foreign country, and have studied for the last two years of complete general educational programs in a foreign country;

- 2.4.3 Citizens of foreign countries (except for students participating in a joint higher educational program and students participating in an higher educational exchange programs) who study/have studied and have acquired credits/qualification in a foreign country at a higher education institution recognized under the legislation of that country;
- 2.4.4 Citizens of Georgia (except for students participating in a joint higher educational programs and students participating in an higher educational exchange programs) who live/have lived and study/have studied for the period determined by the Ministry of Education and Sciences of Georgia and who have acquired credits/qualification in a foreign country at a higher education institution recognized under the legislation of that country.
- 2.5 Only the candidates for Master's degree, who have successfully passed the Unified Post-Graduate Examinations as provided for by the Law of Georgia on Higher Education, shall have the right to study the academic disciplines on the Master's educational program at the University.
- 2.6 Only the candidates for Master's degree, who have successfully overcome the minimum competence limit determined by the legislation of Georgia and by a higher education institution as provided for by the legislation of Georgia, shall have the right to take the examination/examinations determined by the University.
- 2.7 For the purpose of supporting Master's candidates and for ensuring the mobility of students, study at higher education institutions without passing the Unified Postgraduate Examinations in accordance with the procedures and within the periods determined by the Ministry of Education and Science of Georgia, shall be permitted for:
- 2.7.1 Master's candidates who have obtained certificates of academic degrees of appropriate higher education abroad;
- 2.7.2 Citizens of foreign countries (except for students participating in a joint higher education programs and students participating in educational exchange programs) who are/were studying and have acquired credits/qualification in a foreign country at a graduate school of a higher education institution recognized under the legislation of that country;
- 2.7.3 Citizens of Georgia (except for students participating in a joint higher educational programs and students participating in an higher educational exchange programs) who live/have lived and study/have studied for the period determined by the Ministry of Education and Science of Georgia and who have acquired credits/qualification in a foreign country at a graduate school of a higher education institution recognized under the legislation of that country.
- 2.7.4 In other cases, determined by the legislation.

- 2.8 The persons, who have overcome the respective threshold in the examination determined by the list of international examinations approved by the Ministry of Education and Science of Georgia, may study at the higher educational institution without passing the Unified Post-Graduate Examinations.
- 2.9 After obtaining the right of admission to the University, but not later than the deadline established by the educational institution for administrative registration, the entrant shall have to apply to the educational institution regarding the enrolment.
- 2.10 On the basis of the agreement concluded with the student, the University Rector issues an order on the enrolment of the student at the University, which is submitted to the LEPL National Assessment and Examinations Center and the LEPL National Center for Educational Quality Enhancement under the Ministry of Education and Science of Georgia.
- 2.11 The information on the persons, having the University student status, shall be placed in the student registry database of the LEPL National Center for Educational Quality Enhancement.

Article 3. Internal University Procedures for Admission of Students at the Master's Programs at the University

- 3.1. Students are selected on the basis of the submission of respective documents, certifying the qualification, and the interview with the admission commission.
- 3.2. The admission commission makes a decision according to the student's general knowledge, analytical skills and qualification data.
- 3.3. For individual programs an additional examination in English language and/or relevant specialization may be added.
- 3.4. In addition to a respective document certifying the award of qualification, a candidate for Master's degree must fill in a general application form, drawn up by the University and, if necessary, other documents requested by the University (if any).
- 3.5. The representatives of the Academic Board of the respective School, the head of the program and other persons upon the decision of the School Dean shall take part in the activities of the admission commission.
- 3.6. The purpose of the interview is to evaluate the applicant's knowledge and skills in selected educational program/specialization in accordance with this Rule.
- 3.7. If it is compulsory to pass an examination in English language and/or respective specialization, the examination takes place in a written or verbal form, before the interview with the admission commission. Each program, based on its requirements, determines the format of the examination and the minimum competence limit of the scores, in case of overcoming of which the applicant will be invited to the interview.
- 3.8. Successful applicants will be enrolled in the selected academic programs, regarding which

the applicants will be informed within not later than 7 days after the interview.

- 3.9. The information on admission to the relevant educational program will be sent as a notification on behalf of the University and/or will be published on the relevant information board or by other means.

Article 4. Admission to the Doctoral Program

- 4.1 Persons are enrolled in the Doctoral program in accordance with the legislation of Georgia and this Rule. An applicant for a Doctoral program must submit a document certifying the academic degree of higher education to the University which is issued under the procedure established by the legislation of Georgia.
- 4.2 A Master or a person with equivalent academic degree shall have the right to study at the Doctoral program. A precondition for admission to the Doctoral program is the examination in English language and the interview with the relevant area commission established by the Rector's order.
- 4.3 Admission to the Doctoral program is announced once a year. A candidate will be admitted to the Doctoral program on the basis of the competition, by the order of the Rector.
- 4.4 For the purpose of admission to the Doctoral program, the applicant is obliged to submit to the Head of the respective Doctoral program the following documents:
- 4.4.1 A completed application form;
 - 4.4.2 A curriculum vitae (CV);
 - 4.4.3 A copy of the diploma of a Master or its equivalent academic degree issued by an authorized higher education institution. Also, the diploma has to be issued in the area of social sciences, except for the Doctoral program in Public Administration. An exception may be made on the basis of the decision of the Scientific Board if the candidate's CV certifies his/her working or research experience in that area (the National Center for Educational Quality Enhancement is authorized to recognize the diploma certifying the education acquired abroad);
 - 4.4.4 An annex of Master's diploma;
 - 4.4.5 A copy of the ID card;
 - 4.4.6 One photo 3X4;
 - 4.4.7 The description of the subject of Doctoral research (1000 words);
 - 4.4.8 An international certificate of B2 level in English language or, in case of its absence, the candidate will be required to pass the internal examination in English language. Besides, the candidates, who have graduated an English-language Bachelor's or Master's program in Georgia or abroad, shall be exempted from the obligation to pass the examination in English language;

- 4.4.9 A certificate of B2 level in Georgian language (for foreign applicants) or, in case of its absence, the candidate will be required to pass the internal examination in Georgian language. Besides, the candidates, who have graduated a Georgian-language Bachelor's or Master's program in Georgia, shall be exempted from the obligation to pass the examination in Georgian language.
- 4.5 Candidates will be enrolled in the program on the basis of the interview with the relevant field commission, which comprises the members of the Scientific Board and/or invited professors. The criteria of evaluation of the candidates at the interview shall be determined by the Scientific Board. The evaluation form shall be filled in by each member of the commission.
- 4.6 Candidates will be admitted by the order of the Rector and the doctoral student will conclude an appropriate agreement within a certain timeframe after the adoption of the order determined by the University.
- 4.7 Within three months after the admission to the Doctoral program on the basis of the order of the Rector, the Head of the program shall select a research supervisor for each doctoral student, with whom the University will conclude an agreement for determining the rights and obligations of the parties.
- 4.8 A doctoral student and his/her research supervisor shall submit to the Head of the program the results/evaluation of the joint work in every 6 months.

§ 2. Rules of Mobility and Suspension and Termination of Student Status

Article 5. Grounds for Suspension of Student Status

- 5.1 The grounds for suspension of the student status may be:
- 5.1.1 Academic leave;
 - 5.1.2 Health, family or work condition;
 - 5.1.3 Studying at a higher education institution abroad, except for the student exchange programs;
 - 5.1.4 Maternity and child care;
 - 5.1.5 Failure to pay the tuition fee within the established timeframes;
 - 5.1.6 Personal application or an application submitted by a legal representative.
- 5.2 A student is entitled to take an academic leave within two weeks after the beginning of the semester.
- 5.3 For the purpose of suspension of the student status (except for paragraph 5.1.5) the student shall submit a written application (indicating the reason) to the School Dean.

- 5.4 The Academic Board of the School shall submit a decision on suspension/restoration of the student status to the Rector of the University for Approval. The change of the student status is registered in the relevant registry.
- 5.5 In case of suspension of the student status, the University shall maintain the tuition fees for a student only during the period determined by the study program.
- 5.6 The maximum period of suspension of the student status is 5 years, after which the student status of a student shall be terminated, except for the cases determined by the legislation.
- 5.7 In the case of the changed circumstances, including the tuition fee at the University, after the restoration of the suspended status the student shall continue studies based on a new agreement / the amendments to the existing agreement from the semester, when his/her student status was suspended.
- 5.8 During the period of suspension of the student status the University and the student shall be exempted from the obligation to fulfill mutually binding rights and obligations without the termination of the student status.
- 5.9 If the educational program, in which the student was enrolled before the suspension of his/her student status, is annulled or the qualification to be awarded and/or the purpose of the program is changed at the moment of restoration of the student status, the student shall have the right to continue studies at the similar educational program or to transfer to another higher education institution as provided for by the legislation of Georgia.

Article 6. Grounds for Termination of Student Status

- 6.1 The grounds for termination of the student status may be:
- 6.1.1 Completion of the education program;
 - 6.1.2 Suspension of the student status for more than 5 years during the study period;
 - 6.1.3 Inability to achieve the study outcomes determined by the educational program/programs of the educational institution, including taking into consideration “The rules of accumulation of credits at the University, evaluation of the students' knowledge, examinations, recognition of education acquired during the studies, award of an academic degree and issuance of an educational documents”;
 - 6.1.4 Gross and systematic violation of the norms established by the Code of Ethics and Conduct;
 - 6.1.5 Damaging the reputation and legitimate interests of the University;
 - 6.1.6 3 (three) unsatisfactory evaluations (F) of a Bachelor’s program student in various courses;
 - 6.1.7 3 (three) unsatisfactory evaluations (F) of a Master’s program student in various courses;
 - 6.1.8 2 (two) unsatisfactory evaluations (F) of a Doctoral student in an educational component;
 - 6.1.9 Personal application.

- 6.2 The issue of termination of the student status shall be considered by the Academic Board of the relevant school, which submits the respective proposal to the Rector of the University for approval.
- 6.3 The student status is terminated on the basis of the order of the Rector, which shall be the basis for termination of the agreement concluded with the student. This shall not exempt the parties from the mutual obligations originated and unfulfilled before the termination of the agreement.
- 6.4 Termination of the student status shall create legal consequences after 12 months from the issuance of a relevant order, and during this period the student status shall be considered to be suspended and the person may enjoy the right of mobility.
- 6.5 In case of termination of the student status, it can be re-acquired according to the procedure established by the legislation.

Article 7. Mobility of Students

- 7.1 Admission of students based on the rule of mobility shall be carried out in accordance with the Order No 10/n of 4 February 2010 of the Minister of Education and Science of Georgia “On Approval of the Procedure of Transfer from one Higher Education Institution to Another”.
- 7.2 The University reserves the right to set additional requirements for admission of students by mobility, which involve successful passing of the internal examination, the review of documentation and the interview.
- 7.3 In case of changing or canceling an educational program at the University, the University shall ensure the mobility of students of the relevant program according to the procedure adopted by the legislation.
- 7.4 Mobility is allowed on the related educational program at the University, also on the other authorized higher education institutions in accordance with the conditions and timeframes determined by the legislation of Georgia.
- 7.5 A person, who has been admitted to the educational institution according to the procedure adopted by the legislation and who is a student of the educational institution at the moment of registration on the electronic portal as a candidate of mobility, shall have the right of mobility.
- 7.6 The right of Mobility may be also enjoyed by the person, determined by point 7.5 of this Article, whose student status is suspended at the moment of registration on the electronic portal, and by the person, who has successfully passed the Unified National Examinations and who is not able to apply for admission to the educational institution, specified in the ranging document approved by the Minister of Education and Science of Georgia, because the educational institution has been liquidated without determination of the legal successor, or the educational institution has lost authorization or the educational program is no longer active.

Article 8. Internal Mobility of Students

- 8.1 The University may announce internal mobility before the commencement of the semester on the basis of the Rector's relevant order.
- 8.2 The student who is a candidate for mobility may enjoy the right to internal mobility only if he/she has completed the first semester of the course and meets the relevant requirements of the recipient program.
- 8.3 The student is entitled to request a transfer from the educational program of a certain School to the respective educational program of another School in case of personal desire or cancelation of the educational program. For this purpose, the student shall submit an application to the Dean of the School, where he/she wants to move, and shall present all the necessary information.
- 8.4 Upon the presentation of the School Dean, the Academic Board of the respective School shall review the educational program studied/completed by the student and the credits earned by him/her and shall determine their compliance with the subjects and credits of the new educational program and, if necessary, determine the list of different subjects to be passed by the student, based on which it shall take a decision on the satisfaction of the student's application.

Chapter II**Rules of Accumulation of Credits at the University, Awarding of Qualification, Recognition of the Education Acquired During the Studies and of Issuance of the Educational Document****§ 1. The System and Criteria of Accumulation of Credits at the University and Evaluation of the Knowledge of Students****Article 1. Definition of Terms**

- 1.1 The terms used in this Chapter have the following meanings:
 - 1.1.1 Credit - the unit that defines the necessary academic load for students, expressed in the time unit - hour, and which can be obtained after achieving certain learning outcomes;
 - 1.1.2 Contact hours – the time determined for studying activities of the student with the participation of the personnel carrying out the educational program;
 - 1.1.3 Self-study hours – the time determined for learning activities of the student without the participation of the personnel carrying out the educational program;

- 1.1.4 Components of an educational program – educational component and scientific research/research components;
 - 1.1.5 Educational component – part of an educational program, represented by a training course, module, practical work, creative/practical project, Bachelor's research project/thesis or other components;
 - 1.1.6 Scientific research component - part of the Master's and Doctoral educational program, represented by a Master's project/thesis, dissertation or creative/performance paper or other scientific project/paper/activity;
 - 1.1.7 Academic load of a student – the time necessary for achieving the educational results determined by an educational program. The academic load of a student must be based on self-study and contact hours;
 - 1.1.8 Teaching and learning method – the means of transferring knowledge to the students by the person carrying out the component of an educational program, such as: a lecture, work in a working group, practical work, a seminar, teaching with electronic resources, e-learning and others; teaching and learning method may involve respective activities (discussion, debates, demonstration, presentation, seminar, etc.);
 - 1.1.9 Evaluation forms – the forms of evaluation are mid-term evaluation (single time or multiple) and summative evaluation, the sum of which is the final evaluation;
 - 1.1.10 Evaluation components – part of the evaluation forms that defines the method/methods of evaluation of the student's knowledge and/or skills and/or competence, which may combine the unified methods of evaluation (verbal/written examination, verbal/written testing, preparation of an audio and visual work, practical/theoretical work, etc.);
 - 1.1.11 Evaluation method – the mean/means used for evaluation of the achievement of learning outcomes determined for a certain component of an educational program (test, essay, demonstration, presentation, discussion, presentation of an audio-visual work, participation in/performance of a play, concert performance, preparation of a practical/theoretical assignment, working in a working group, participation in the discussion, solution of a casus, participation in the simulated proceedings, objectively structured clinical examinations, etc.);
 - 1.1.12 Evaluation criteria – the units of measurement of the evaluation method, by which the level of achievement of the learning outcomes is established.
- 1.2 The study activities (educational load) of a student include the following:
 - 1.2.1 Attending lectures, seminars, practical and laboratory trainings;
 - 1.2.2 Self-studying;
 - 1.2.3 Educational, scientific and professional practical work;
 - 1.2.4 Preparing for and passing the examinations;

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- 1.2.5 Working on an educational and research paper;
- 1.2.6 Defending and publishing an educational and research paper.
- 1.3 Academic week/semester/year:
 - 1.3.1 An academic week is the period, during which the student's academic load is distributed throughout the week. The total amount of self-study and contact hours in the academic week does not exceed 45 astronomic hours;
 - 1.3.2 An academic semester is the period of time that includes the combination of academic weeks and the period for taking additional examination/ examinations and for evaluating the student's achievement at the taking additional examination/ examinations;
 - 1.3.3 An academic year is a combination of semesters, including the period of holidays, which shall not exceed 12 continuous calendar months;
 - 1.3.4 An academic year includes average 60 (ECTS) credits.

Article 2. Credit system

- 2.1. The student's annual academic load shall not exceed 75 (ECTS) credits.
- 2.2. The sum of the educational components/component credits of the Doctoral educational program shall not exceed 60 credits.
- 2.3. Credits are distributed among each component of the educational program and include contact and self-study hours necessary for the learning outcomes to be achieved with a certain component. Credit may not be calculated only according to the contact hours.
 - 2.3.1. An educational component consists of one semester;
 - 2.3.2. One credit (ECTS) equals the student's learning activities (student's load) during 25 astronomic hours and includes both contact and self-study hours;
 - 2.3.3. Calculation of the credits shall not include the time determined for additional examinations (preparation, passing, evaluation) and the time for consultations with the person carrying out the educational program component;
 - 2.3.4. An educational component of the same content, volume and learning outcomes at the University includes equal number of credits for all program students.

Article 3. Students' evaluation system

- 3.1 The evaluation of the level of achievement of the learning outcomes of the student in each component of the program must include mid-term and final evaluation.
- 3.2 Relative share (may be in percentages) of each form and component of evaluation must be determined from the total score (100 points) in the final evaluation.
- 3.3 Credits may not be granted by using only one form of evaluation (mid-term or final evaluation). Credits will be awarded to the student in case positive evaluation.

- 3.4 Each form of evaluation includes the evaluation component/components consisting of the evaluation methods/methods, and the evaluation methods/methods are measured by the evaluation criteria.
- 3.5 The evaluation component, method and criteria must be adequate for the evaluation of the learning outcomes determined and achievable with the educational program component.
- 3.6 The minimum threshold level must be determined in the mid-term and final forms of evaluation. The weight of the minimum threshold level of the final examination shall not exceed 60% of the final evaluation.
- 3.7 The academic and invited personnel may determine the minimum competence limit in the components of mid-term and final evaluation, individually, within the range of 20% - 50%.
- 3.8 The evaluation of achievement of the learning outcomes in the components of the educational program must be completed in the same semester in which it has been carried out.
- 3.9 A dissertation, a Master's project/thesis, creative/performance paper or other scientific project/paper should be assessed in the same or following semester, in which the student finished work on it. A dissertation, a Master's project/thesis, creative/performance paper or other scientific project/paper must be assessed once (final assessment). The method/ methods and criteria relevant for the evaluation of the results should be used for the assessment.
- 3.10 Under the evaluation system:
- 3.10.1. There are five types of positive evaluation:
- (A) Excellent –91-100 points of evaluation;
 - (B) Very good –81-90 points of evaluation;
 - (C) Good – 71-80 points of evaluation;
 - (D) Satisfactory –61-70 points of evaluation;
 - (E) Sufficient –51-60 points of evaluation.
- 3.10.2. Two types of negative evaluation:
- (a) (Fx) Did not pass – 41-50 out of the maximum evaluation, which means that the student needs to work more to pass the examination and he/she shall be given the possibility to retake the examination after the self-study;
 - (b) (F) Fail – 40 points or less out of the maximum evaluation, which means that the work done by the student is not enough and he/she has to retake the course.
- 3.11 In case of F(x) evaluation in any component of the educational program, the University must hold an additional examination within not later than 5 days after the announcement of the results of the final examination. This obligation shall not apply to the dissertation, Master's project/thesis or other scientific project/paper.
- 3.12 The points, awarded to the student in the final evaluation, shall not be added to the evaluation of the student at the additional examination.

- 3.13 The evaluation obtained by the student at the additional examination is the final evaluation and shall be included in the final evaluation of the component of the educational program.
- 3.14 In case of taking 0-50 points in the final evaluation, including the evaluation obtained at the additional examination, the student evaluation will be F-0 points.

Article 4. System of evaluation of Bachelor's and Master's students

- 4.1 A Bachelor's and Master's project/thesis or other scientific project/paper may be assessed according to the system specified in point 3.10 of Article 3.
- 4.2 If the student's evaluation in the scientific-research component of the Bachelor's/ Master's educational program is the evaluation specified in point 3.10.2(a) of Article 3, he/she shall have the right to submit the reworked scientific-research component during the following years, and if the student gets the evaluation specified in point 3.10.2(b) of Article 3, he/she shall be deprived for the right to submit the same scientific-research component.

Article 5. System of evaluation of Doctoral students

- 5.1 The educational component/components of the Doctoral program must be evaluated according to the system determined by this Article.
- 5.2 The system of evaluation of the scientific-research component/components of the Doctoral program is as follows:
- 5.2.1 With highest honor (summa cum laude) – excellent work;
- 5.2.2 With great honor (magna cum laude) – the result that exceeds the set requirements in every aspect;
- 5.2.3 With honor (cum laude) – the result that exceeds the set requirements;
- 5.2.4 Pass (bene) – the work of average level that meets the main set requirements;
- 5.2.5 Duly conferred (rite) – the result that meets the set requirements despite certain shortcomings;
- 5.2.6 Insufficient (insufficient) – unsatisfactory work that fails to meet the set requirements due to the significant shortcomings;
- 5.2.7 Totally insufficient unworthy (sub omni canone) – the result that does not fully meet the set requirements.
- 5.3 If a Doctoral student gets the evaluation determined by point 5.2.6 of this Article, he/she shall have the right to submit the reworked dissertation during the following years in agreement with the Head of the educational program, and if the Doctoral student gets the evaluation determined by point 5.2.7 of this Article, he/she shall be deprived of the right to submit the same (reworked) dissertation.

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- 6.1 The calculation of the Grade Point Average (GPA) is part of the system of evaluation of the student's knowledge.
- 6.2 The student's Grade Point Average (GPA) is calculated by multiplying the evaluation, obtained by the student in every subject of the educational program, to the credits of that subject. The product of multiplication of the subjects and credits is summed up and divided by the total number of the credits of the taken subjects.
- 6.3 The relative share for calculation of the Grade Point Average is:
 - 6.3.1 A = 4
 - 6.3.2 B = 3, 2
 - 6.3.3 C = 2, 4
 - 6.3.4 D = 1, 6
 - 6.3.5 E = 0, 8

§ 2. Rules and Conditions for Holding Examinations at the Educational Programs**Article 8. Scope of regulation and goals**

- 8.1. This paragraph regulates the rules of holding examinations on the educational programs within the scope of Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs and ensures the transparency and fairness of the examination process.
- 8.2. The purpose of this rule is to organize and hold the mid-term and final examinations on each educational program according to the unified procedure.
- 8.3. The purpose of the examination is to examine the student's actual knowledge, also to examine the student's skills to use that knowledge, his/her analytical and critical thinking, as well as description and evaluation skills, which, on the one hand, serves to increase the learning outcomes and achievements and, on the other hand, serves to increase the impartiality, fairness and transparency of the examination process.

Article 9. Principle of evaluation on the examination

- 9.1. The evaluation of the achievement of the student's learning outcomes in each component of the program should include mid-term and summative evaluations.
- 9.2. Credits shall not be awarded by using only one form of evaluation (mid-term or final evaluation).
- 9.3. The knowledge, obtained by the student on the academic course (which includes the mid-term

evaluations and a final examination), must be evaluated based on a 100-point system as provided for by the legislation of Georgia.

- 9.4. The evaluation of the final examination does not exceed 40% of the overall evaluation.

Article 10. Types of examination

- 10.1. The following types of written and verbal examinations may be carried out on the educational programs at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs:
- 10.1.1. A written examination in the lecture hall, on which students are prohibited to use any additional materials and the duration of which does not exceed 3 hours;
 - 10.1.2. A written examination in the lecture hall, on which students may use additional materials upon the instruction of the lecturer and the duration of which does not exceed 3 hours;
 - 10.1.3. An oral examination, on which students are verbally examined;
 - 10.1.4. Examination that bears the characteristics of a homework;
 - 10.1.5. Essay - examination, for writing of which a certain timeframe is determined by a lecturer for a student;
 - 10.1.6. Test – i.e. multiple choice questions;
 - 10.1.7. Computer simulations;
 - 10.1.8. Combined examinations, etc.

Article 11. Timeframes and procedure for carrying out the examination/examinations

- 11.1. The examination/examinations at the University are carried out according to the schedule determined by an academic calendar, which is approved by the Rector.
- 11.2. In order to carry out examination/examinations in an organized and unhindered manner, the academic and invited staff of the University is obliged to agree with the administration of the relevant School at least 10 working days prior to the examination about the venue of the examination and necessary technical means.
- 11.3. The relevant program Coordinator shall provide copies of the examination tasks and ensure preparation of the examination.

Article 12. Process of examination/examinations

- 12.1. Monitoring of the examination shall be carried out by the lecturer of the subject and/or the representative of the School administration.
- 12.2. The time of commencement and completion of the written examination is determined in advance, after the expiration of which absolutely all students must submit their works to the lecturer. In case of violation of this rule, the student's examination paper will not be accepted

and he/she will receive 0 point in that subject.

- 12.3. Students are not allowed to be late for the examination for more than 20 minutes, as a result of which students will not be allowed to the examination. If a student is late for the established period of time, the student's time for examination shall not be extended.
- 12.4. Cheating on the examinations by using any materials (unless the use of those materials is preliminarily allowed by the lecturer) or helping in cheating is categorically prohibited. If such violation is detected, the student will be removed from examination and will earn 0 points.
- 12.5. Speaking, exchanging words, unauthorized exit from the lecture hall is prohibited during the examination, also all students are obliged to turn off their mobile phones and leave the mobile phones on the special place specified by the lecturer. In case of violation of this rule, the student is obliged to quit the examination, based on which he/she will earn 0 points.
- 12.6. The student is obliged to obey the lecturer's decision on his/her removal from examination.
- 12.7. Before starting the examination, the lecturer is obliged to inform the students on the examination procedures and the response mechanisms to the violation of those procedures.
- 12.8. The lecturer is obliged to assess the examination within not later than 10 working days after taking the examination.

Article 13. Procedure for retaking the examination

- 13.1. Examination may not be missed without a valid excuse. Unless the valid excuse for missing the examination is originated immediately before the beginning of the examination, the student is obliged to submit an appropriate notice of the valid excuse. If the excuse for missing the examination is considered to be valid, an additional examination will be appointed for the student in agreement with the lecturer. If the examination is missed for an unreasonable excuse, the student's evaluation in the examination will be 0 points. The administration shall have the right not to appoint the additional examination for the student in case of missing the examination for an unreasonable excuse.
- 13.2. If the valid excuse for missing the examination has been originated immediately before the commencement of the examination, the student is obliged to notify the Coordinator of the respective program the reason for missing the examination within not later than one week after missing the examination and to submit the document certifying the valid excuse in order to discuss the issue of considering the excuse as valid.
- 13.3. On the basis of a document certifying the valid excuse, which is submitted by the student, the decision on considering the excuse to be valid and on the re-examination shall be made by the program Coordinator in agreement with the lecturer of the subject.
- 13.4. In case of missing the examination for a valid excuse, the student is obliged to take the additional examination during the examination week determined by the School administration.

- 13.5. It is not allowed to miss the examination twice, despite the reason for absence. In this case the student's evaluation in the examination will be 0 points.

Article 14. Appeal of the evaluation results

- 14.1. The lecturer is obliged to notify the students about the examination results within not later than 10 working days after the examination.
- 14.2. Within 3 working days after the notification of the examination results the student has the right to appeal the evaluation of the examination paper in accordance with the general regulatory acts of the University, by means of submission of a written complaint.
- 14.3. In order to review the complaint the School Dean shall determine the lecturer or other expert in the field, who must thoroughly examine and objectively review the student's paper or, in case of an oral examination, hold an additional examination within two weeks.
- 14.4. Other independent expert or lecturer shall have the right not to change the evaluation or award higher or lower points. This decision is final and shall not be subject to appeal.
- 14.5. The administration is obliged to store the student's paper subject to evaluation, in an electronic or material form, until the expiration of timeframe determined for appealing the examination results.

Article 15. Procedure for securing the diploma thesis and for its reinstatement/appeal

- 15.1. A student has the right to postpone the securing of the diploma thesis for the following academic years, for which he/she must apply to the School administration in a written form. The student is obliged to pay the fee, determined by Chapter 6 of these Rules, no later than 1 week prior the date of securing of the diploma thesis.
- 15.2. If there is a valid excuse, a new date for the securing of the diploma thesis may be determined upon the request of the student and the decision of the University administration.
- 15.3. A new date for the securing of the diploma thesis shall be determined by the administration of the respective School.
- 15.4. The student has the right to appeal the evaluation of the diploma thesis within 5 working days after the evaluation by submitting a written complaint to the School Dean.
- 15.5. Within a reasonable period after receiving the notification, the School administration and the Head of the program shall determine the lecturer or other expert in the field, as an additional reviewer, to whom the thesis will be sent for an additional assessment.
- 15.6. The additional reviewer has the right not to change the evaluation or to award higher or lower points.
- 15.7. If the student does not agree with the points awarded by the additional reviewer and the final evaluation, the student shall have the right to submit an appropriate written application to the

Academic Board of the School. The student is obliged to precisely specify and substantiate in his/her application the grounds, based on which he/she does not agree with the evaluation of the thesis.

- 15.8. The Academic Board of the School takes a decision on satisfying or rejecting the application. If the application is satisfied, an additional reviewer shall be assigned, based on whose assessment the awarded evaluation of the diploma thesis shall be final and shall not be subject to appeal.

§ 3. Rule of recognition of the acquired education and credits

Article 16. Scope of regulation and rule of recognition

- 16.1. This paragraph regulates the principles for determining the compatibility of credits and for recognition of credits earned on other educational program by a person, who is a candidate for mobility from another higher educational institution or a candidate for internal mobility within the University.
- 16.2. Recognition applies to the credits, awarded on the program of the institution, the admission and the studies on which were carried out in accordance with the procedures determined by the Law of Georgia on Higher Education and Rules of Regulation of the Study Process at the University.
- 16.3. Credits of the academic courses shall be recognized based on the purposes and study results, as a result of analysis of the syllabuses and content of the academic courses completed by the student.
- 16.4. The credits of the higher educational program, based on which the qualification was awarded, may not be recognized for the purposes of other educational programs, except for the recognition of the credits awarded under the educational program of a certified specialist for the purposes of the Bachelor's educational program.

Article 17. Recognition of the different credits of the course completed by a student on the course existing at the University

- 17.1. If the credits of the academic course completed by a student exceed the credits of the respective academic course determined by the University's program, as many credits shall be recognized as determined by the educational curriculum of the University.
- 17.2. If the credits of the academic course completed by a student are less than the credits of the respective academic course determined by the University's program, the subject taken by the

student must be awarded by as many credits, as determined by the curriculum of the respective program of the University.

- 17.3. If a higher educational institution uses other assessment system instead of the ECTS credits, the student is obliged to submit an official document issued by the first higher educational institution that explains the compliance of that assessment system with the European Credit Transfer and Accumulation System (ECTS).
- 17.4. If other educational institution uses a 5-point system, it shall be transferred to a 100-point system according to the following principle:
 - 17.4.1. Excellent 5 – 91 points - A
 - 17.4.2. Good 4 – 81 points - B
 - 17.4.3. Satisfactory 3 – 61 points - D

Article 18. Checking the compatibility of the subjects taken by the student

- 18.1. Compatibility of the subjects taken by the student shall be checked by means of review/comparison of the content of the respective courses by the members of the Academic Board and the Head of the program.
- 18.2. Depending on the number of recognized credits the Academic Board of the School shall determine from which semester the student may continue studies.
- 18.3. Based on the special character of the educational program and the preconditions and schedule of the academic courses included in the curriculum the student may need to take additional semester(s), on which the student must be informed in advance.

Article 19. Recognition of the assimilated credits

Assimilated credits are recognized by the Academic Board of the School, in agreement with the School Dean and the Head/Coordinator of the program, under which the credits are recognized.

Article 20. Rule of certification of the education acquired during the studies and of the education acquired abroad

The rules and conditions for recognition of education acquired during the studies and of the education acquired abroad are determined by Order No 98/n on 1 October 2010 of the Minister of Education and Science On Approval of the Rules and Fees for Certification of the Authenticity of Educational Documents Issued in Georgia and for Recognition of the Education Acquired Abroad.

Article 21. Award of an academic degree

- 21.1. After completion of certain level of University education an appropriate academic degree is awarded to a graduate.
- 21.2. The academic degree is awarded by the Academic Board of the respective School and is approved by the order of the Rector.
- 21.3. The academic degree is certified by the diploma, together with its attachment, signed by the Rector of the University and the School Dean and stamped with the University stamp.

Chapter III**Rule/procedures for drawing up, approving, amending and annulling the educational programs****Article 1. Scope of regulation**

- 1.1 This rule determines the rule and procedures for drawing up, approving, amending and annulling the educational programs at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter the University).
- 1.2 This rule has been drawn up on the basis of the Law of Georgia on Higher Education, the National Qualification Framework and the respective orders of the Minister of Education and Science of Georgia.

Article 2. Drawing up and planning of an educational program

- 2.1 An educational program may be initiated by the academic personnel of the University Schools, Dean, Head of the program and other stakeholders.
- 2.2 An educational program may be drawn up taking into consideration the labor market demand and/or the consultations with the interested parties (employers and others) and the analysis of the information obtained as a result of interviews with them, as well as taking into consideration the experience of the world's leading Universities.
- 2.3 In addition to the academic and administrative personnel of the University, the Quality Assurance Department of the University, potential employers, students, graduates and, if necessary, other persons may be involved in the elaboration of an educational program.
- 2.4 When drawing up the program, the labor market requirements, the research priorities of the University, the consultations with external partners, the special features of the sector and the best local and international practice should be taken into consideration.

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- 2.5 The educational program is implemented with the guidance of the Head of the program, who is responsible for the planning and elaboration of the program and for the participation and development of the program evaluation process.
- 2.6 The educational program is evaluated by the Quality Assurance Department of the University, the positive conclusion of which is mandatory for the implementation of the program.

Article 3. Content of the educational program

- 3.1 The content of the educational program must include the following information:
 - 3.1.1 Name of the educational program;
 - 3.1.2 Academic degree/ qualification to be awarded;
 - 3.1.3 Language of learning;
 - 3.1.4 Level of the education;
 - 3.1.5 Type of the program;
 - 3.1.6 Purpose of the program;
 - 3.1.7 Preconditions for the admission to the program;
 - 3.1.8 Study results;
 - 3.1.9 Teaching/learning Methods;
 - 3.1.10 Knowledge evaluation system;
 - 3.1.11 Field of employment;
 - 3.1.12 Opportunity for continuing education process;
 - 3.1.13 Information on the human resources (personal files of the professors involved in the program);
 - 3.1.14 Information on budget (including: salaries of the academic personnel, remuneration of the Head of the program, the expenses required for purchasing the literature determined by the program, remuneration of the administrative staff of the program, expenses for extracurricular activities and other expenses);
 - 3.1.15 The Curriculum of the program, distribution of competencies and the syllabuses of all mandatory and elective components.

Article 4. Approval of an educational program

- 4.1 The Academic Board of the respective School shall submit the elaborated educational program together with the opinion of the Quality Assurance Department to the Academic Board of the University for review, based on the recommendation of which the program is approved by the Rector of the University.
- 4.2 If the program is approved in accordance with the procedures established by the Regulations of the University, the documents related to the program as provided for by the legislation shall

be submitted to the National Center for Educational Quality Enhancement and/or the International Accreditation Organization for the purpose of obtaining accreditation.

- 4.3 If the Accreditation Council takes a positive decision on the accreditation of the program, the respective School shall start implementation of the respective educational program.
- 4.4 The educational program may be also implemented in an authorized manner on the basis of the decision of the Academic Board of the University, except for the regulated professions and Doctoral programs.

Article 5. Amending in the educational program

- 5.1 For the purpose of development of an educational program, the Quality Assurance Department of the University shall evaluate the implementation of the educational program every year.
- 5.2 The recommendations on modification of the program, if necessary, shall be submitted by the Quality Assurance Department to the Head of the program, who will review the issue of appropriateness of making changes in the program together with academic personnel and other interested parties.
- 5.3 The basis for changes may be the recommendations given by the Quality Assurance Department during the evaluation of implementation of the program, the external evaluation of the program, the feedback from the students, graduates or other interested parties from the questionnaires of the survey on the effectiveness of the program, recommendations regarding the program given by the accreditation experts within the framework of the accreditation or program monitoring visits, etc.
- 5.4 The changes to be made in the program, except for the changes determined by point 5.5 of this Article, shall be reviewed and approved by the Academic Board of the School, taking into consideration the analysis of the recommendations of the Quality Assurance Department and the recommendations of the Head of the program.
- 5.5 If the change to be made in the program causes substantial change of program content, including the curriculum, change of the learning outcomes of the program and/or the of the qualification to be awarded, the issue will be discussed by the Academic Board of the University and approved by the Rector of the University.
- 5.6 The information on the performed changes will be also included in the periodic reports of internal self-evaluation of the program implementation, carried out by the University Schools in coordination with the Quality Assurance Department.
- 5.7 In case of changing the learning outcomes and/or structure of an educational program (adding or removing the educational components of the major specialization, changing the credits awarded to the educational components of the major specialization, adding and/or removing

the module, adding and/or removing the program of minor specialization) during the period of accreditation/ conditional accreditation of the educational program, the University is obliged to inform the National Center for Educational Quality Enhancement in writing within 30 calendar days after making changes and submit the modified educational program and an act issued on making the changes.

- 5.8 The language of instruction of the educational program and/or the qualification to be awarded may not be changed during the period of accreditation/conditional accreditation of the educational program. Also, educational programs may not be combined or separated during the period of accreditation/conditional accreditation. In case of making changes determined by this point, the educational program/programs shall be considered as new program/programs, the right of implementation of which must be obtained by the institution according to the procedure established by the legislation.

Article 6. Cancellation of an educational program

- 6.1. The grounds for cancellation of an educational program may be the shortcomings and inefficiency identified in the evaluation of implementation of the program, such as, for example, low interest in the program, its incompliance with the requirements of the labor market, the results of students' and graduates' surveys, the termination of cooperation with the external partners who support the implementation of the program, etc.
- 6.2. The proposal on the cancellation of the educational program shall be reviewed on the Academic Board of the School upon the initiation of the Head of the program and considering the opinion of the Quality Assurance Department.
- 6.3. The decision made by the School Academic Board on the cancellation of the educational program shall be submitted to the Academic Board of the University for review.
- 6.4. The educational program shall be cancelled by the Rector of the University on the basis of the recommendation of the Academic Board of the University.
- 6.5. The Rector's decision on the cancellation of the educational program shall be submitted to the Quality Assurance Department of the University and to all respective structural units.
- 6.6. If students are enrolled on the cancelled educational program, their further education will be ensured in accordance with the regulatory norms of mobility, unless the Academic Board of the University decides to transfer the program into the walk-off mode.

Chapter IV

Rule of elaboration of an individual curriculum

Article 1. Scope of regulation and goals

- 1.1 This Rule regulates the issues related to the elaboration/modification of the individual curriculums for students with limited capabilities and also for students with special needs, and/or the issues related to the adaptation to the learning environment and the unhindered engagement in the educational process.
- 1.2 The purpose of the Rule is to provide permanent care for creating appropriate learning conditions for students with disabilities and/or with special needs at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter referred to as the University).

Article 2. Elaboration and planning of an individual curriculum

- 2.1 A student with disabilities is the student with solid physical, mental, intellectual or sensory impairments, whose interaction with various obstacles may prevent full and effective participation of that person in the study process in the equal conditions with others and for whom it is necessary to elaborate/modify an individual curriculum and/or to adapt to the learning environment and/or to elaborate and implement an individual curriculum.
- 2.2 A student with special needs is a person who has retardation in learning and/or who has a special gift and for whom it is necessary to elaborate/ modify an individual curriculum and/or to adapt to the learning environment and/or to elaborate and implement an individual curriculum.
- 2.3 A student with disabilities/his/her legal representative or a student with special needs must submit a request on elaboration of an individual curriculum to the Dean of the respective School.
- 2.4 The application of the student with disabilities/his/her legal representative must be accompanied by the documentation certifying the disability status, and the application of the student with special needs must be accompanied by the description of special circumstances and the respective documentation.
- 2.5 The individual curriculum tailored to the special needs of the student with disabilities shall be elaborated by the Head of the program in cooperation of the inclusive educational Coordinator, with the participation of the Quality Assurance Department, academic personnel and other employees (including the invited experts, if necessary), as well as the student with

disabilities/his/her legal representative, taking into consideration the resources existing and available at the University.

- 2.6 When elaborating the individual curriculum for a student with disabilities, the possibility to carry out the study process in the adapted conditions and, if necessary, provision with respective human resources must be taken into consideration.
- 2.7 An individual plan tailored to the needs of the student with special needs shall be elaborated by the Head of the program in cooperation with the inclusive educational Coordinator, taking into consideration the student's special needs and the local resources of the University.
- 2.8 When elaborating the individual curriculum the availability of the University's human and material resources and their compliance with the needs of the students with disabilities or students with special needs must be taken into account.
- 2.9 The University shall elaborate the individual curriculum with the participation of the students with special needs and, in the process of elaboration of the individual curriculum, shall cooperate with the organizations/associations protecting the rights of persons with disabilities (including the Unions of the Blind and Deaf-Dumb, associations of persons with disabilities, etc.) and carry out consultations with those organizations on the issues of adaptation of the academic courses and teaching methods of the respective students to their individual needs and capabilities and receives specific recommendations.
- 2.10 By the decision of the Academic Board of the relevant School of University, the persons with special skills may be involved in the study process taking into consideration the needs of the persons with disabilities.
- 2.11 The University plans the study process of the groups, in which the students with disabilities are enrolled, by drawing up the timetable and schedule of using the lecture halls and by assigning that group to the University campus or part of it so that it is as much as possible adapted to the needs of the students with disabilities and ensures their access to all the resources necessary for acquiring education (including the library, the computer lab, the toilet, etc.).
- 2.12 The individual curriculum may be also elaborated:
 - 2.12.1 For the students who have enrolled to the University as a result of mobility;
 - 2.12.2 For the students whose student status has been restored.
- 2.13 The Academic Board of the respective School of the University shall draw up the individual curriculum, necessary for achieving within the reasonable timeframes the learning outcomes determined by the educational program, in cooperation with the inclusive education Coordinator and in agreement with the student.
- 2.14 The individual curriculum may also include the use of distance learning methods.

2.15 The individual curriculum may be also elaborated for the students, whose student status has been restored, if they have to study the subjects with a different curriculum.

Article 3. Partial load mode of teaching and learning

3.1 According to the educational goals, the University is authorized to carry out the teaching and learning process with partial load on the Master's and Doctoral educational programs.

3.2 The partial load of teaching and learning process means the academic load of the students, when the total number of contact and self-study hours does not exceed 25 astronomic hours a week.

3.3 In case of partial load of teaching and learning process, one academic year includes on average 30 (ECTS) credits.

3.4 Upon the commencement of the educational component, the Head of the course must provide the student with the syllabus, which would describe the teaching and learning method and evaluation components in detail as well as the time and form of mid-term and final examinations.

3.5 The University has a multi-component system of evaluation of the student's knowledge, which is caused by the points of the mid-term and final examinations.

Article 4. Approval of the individual curriculum

4.1 The elaborated individual curriculum shall be submitted to the Quality Assurance Department and the inclusive education Coordinator for review.

4.2 If the opinion on the individual curriculum of the Quality Assurance Department of the University and the inclusive education Coordinator is positive, the individual curriculum together with the opinion shall be submitted to the Academic Board of the respective School for approval.

Article 5. Making changes in the individual curriculum

5.1 After the individual curriculum becomes effective, changes may be made in it for the purpose of improvement of the study process before the commencement of the next academic semester.

5.2 The grounds for making changes may be the changes of the special needs of the student with special needs, the findings identified as a result of systemic evaluations determined by the local quality assurance mechanism of the program, the external evaluation of the individual curriculum, the feedback data from the student/guardian from the program satisfaction survey questionnaires, etc.

5.3 The individual curriculum shall be corrected in accordance with the requirements determined by Article 3 of this Rule.

Chapter V

Mechanism of protection of students' rights and legal interests

Article 1. Scope of regulation and goals

- 1.1 This Rule determines the students' rights and the legal mechanisms of protection of those rights at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter referred to as the University).
- 1.2 The purpose of this Rule is to create effective mechanisms for supporting the rights and legal interests of the University students.
- 1.3

Article 2. Rights of a student

- 2.1 All the persons, who were enrolled in and study on the Bachelor's, Master's or Doctoral programs and vocational educational programs of the University according to the procedure established by the Law of Georgia on Higher Education and University common regulatory acts, shall have the student status.
- 2.2 All students are equal before the universally recognized norms and principles of the legislation of Georgia and international law. Discrimination in any form of student shall be prohibited.
- 2.3 Students have the right:
 - 2.3.1 To acquire quality education;
 - 2.3.2 To participate in scientific research;
 - 2.3.3 To use in equal conditions the University's material-technical, library, information and other means in a manner established by the Regulations of the University.
 - 2.3.4 To join student unions/initiative groups, which cooperate with the Students Support and Career Development Center of the University, in order to ensure protection of students' rights and diversified student life at the University, and initiate various important issues for students;
 - 2.3.5 To elect the representative by secret ballot, on the basis of universal, direct and equal elections, and to be elected in the students' self-government (if any);
 - 2.3.6 To freely establish and/or join student organizations in accordance with their interests;
 - 2.3.7 To freely express their opinions and give substantiated refusal on sharing the ideas, which are offered during the study process;
 - 2.3.8 To move to another higher education institution according to the procedure established by the legislation of Georgia and the Regulations of the University;
 - 2.3.9 To get scholarships, financial or material assistance and other allowances from the state, University or other sources in accordance with the legislation of Georgia and the Statute

of the University as well as the university common regulatory acts;

2.3.10 To select educational programs;

2.3.11 To initiate and/or participate in elaboration of the individual educational program in accordance with the Regulations of the University;

2.3.12 To participate in the evaluation of the effectiveness of the academic staff, invited lecturers and School administration;

2.3.13 To exercise the right of mobility according to the procedure established by the legislation if the University has been liquidated without appointing the legal successor, the higher education institution has lost authorization or the educational program is no longer implemented;

2.3.14 To be provided with the fair evaluation of their knowledge by the University in accordance with the established procedures;

2.3.15 If necessary, to exercise the right of drop out from the course on the respective educational program and/or postponement of defense of the diploma thesis for the following academic year in accordance with the regulations for Determining the “Rules of Drop out from a course and Postponement of the Thesis/Dissertation”;

2.3.16 To appeal to the court, the decision made by the University against them;

2.3.17 To exercise other rights granted to them by these Rules, other regulations of the University and the legislation of Georgia.

2.4 The University provides allowances for the students with disabilities in order to create the necessary conditions for their full-course education as provided for by the legislation of Georgia and the Regulations of the University.

2.5 The information expressed by the student in the presence of the academic staff, as well as information about his/her own opinions, faith and political beliefs, which became known to him/her in the course of the study process, also the information on the application of disciplinary measures against the student, is confidential except if there is the student’s permit or the legitimate interest of the administration to protect the safety of others and their rights protected by law.

2.6 The University may not use its own authority and material-technical base in a manner that may create the risk of imposition of censorship or restrict the freedom of expression, except for the cases determined by the legislation.

Article 3. Students’ rights in disciplinary proceedings

3.1. Disciplinary proceedings against a student shall be proportional to the disciplinary offence and may be carried out only in the cases and according to the procedure determined by the Regulations of the University in accordance with the legislation and by a fair procedure.

- 3.2. Initiation of disciplinary proceedings against a student shall not restrict the student's right to take part in the study process, unless it threatens the protection of the rights and health of others and the property and security of the University.
- 3.3. In the course of disciplinary proceedings, the student has the right:
 - 3.3.1 To receive a reasonable decision in writing on the initiation of the disciplinary proceedings against him/her;
 - 3.3.2 To attend the review of the issue of disciplinary proceedings and to enjoy the right of protection;
 - 3.3.3 To provide the respective body of the University with the information and evidence available to him/her;
 - 3.3.4 To participate in examination of the evidence obtained by the relevant body of the University;
 - 3.3.5 To request the issue of disciplinary proceedings against him/her to be reviewed on public hearing.
- 3.4. In the course of review of the issue of disciplinary proceedings the burden of proof shall rest on the prosecution. The decision on carrying out the disciplinary proceedings must be grounded and based on the evidence obtained according to the procedure established by the legislation of Georgia and the Statute and Internal Regulations of the higher education institution.

Article 4. Students Support and Career Development Center

- 4.1 The protection of the students' rights and legitimate interests shall be supervised and ensured by the Students Support and Career Development Center of the University (hereinafter referred to as the Center) that carried out its activities in terms of protection of students' rights on the basis of the application of the Coordinator of the respective program.
- 4.2 The application of the program Coordinator is not obligatory if the fact of alleged violation of student's rights is related to the Coordinator's actions or activities.
- 4.3 In the case determined by point 4.2 the student may independently apply to the Center.
- 4.4 In terms of protection of students' rights the goals of activities of the Center are:
 - 4.4.1 Identification of the facts of violation and/or restriction of the rights and freedoms of the University students, reaction to such facts of violation according to the procedure established by the legislation and university common regulatory acts and submission of the recommendatory proposals to the University administration and Rector for ensuring the protection and full-course exercise of those rights and freedoms;
 - 4.4.2 Mediation between the parties in the conflict situations emerging in relation to the facts of violation and/or restriction of the students' rights and freedoms.
- 4.5 The functions of the Center are:

- 4.5.1 Supervision over the protection and respect of the students' rights and freedoms by the University personnel and other students in order to ensure the protection of the students' rights and freedoms, irrespective of race, colour, gender, language, religion, political or other beliefs, national, ethnic and social belonging, origin, property or social status, place of residence or other circumstances;
 - 4.5.2 Educational activities in the area of students' rights and freedoms;
 - 4.5.3 Review of the application of the program Coordinator or, in the case determined by point 4.3, of the student regarding the fact of alleged violation of the students' rights and freedoms if the student believes that his/her rights and legitimate interests were violated or considers himself/herself a victim of discrimination;
 - 4.5.4 Examination of the fact of direct and/or indirect discrimination and development of relevant recommendations in case of submission of the application or complaint or upon its own initiative;
 - 4.5.5 Providing recommendations to the respective personnel and/or structural units of the University for the restoration of the rights of the students, whose rights have been violated, if there are sufficient materials evidencing the fact of violation of the rights.
- 4.6 The Center, within its competences, has the right:
- 4.6.1 To ask for and be provided with respective information/documents by appropriate structural unit of the University;
 - 4.6.2 To apply to the respective expert/specialist and/or institution for obtaining an explanation/opinion for official needs;
 - 4.6.3 To submit a motion to the respective structural unit and/or administrative personnel of the University, on the basis of the application of the program Coordinator and the student, on carrying out the measures within its authority as provided for by the legislation of Georgia, if such measures aim to protect the rights and legitimate interests of the student;
 - 4.6.4 To submit a recommendation to the Disciplinary Commission of the University on the fact of violation of the rights in the cases determined by this Rule.
- 4.7 The Center is independent in exercising its authority. Any influence on the Center and any interference in its activities is prohibited.
- 4.8 In the course of its activities the Center is guided with the principles of good faith, objectivity, impartiality and lawfulness.
- 4.9 The personnel of the University is obliged, within their authority, to assist the Center in carrying out its activities and to provide the Center with the information/documents necessary for exercising its authority.
- 4.10 The Center is obliged to ensure the secrecy of the information obtained during exercising its

authority.

Article 5. Review of the Coordinator's application by the Center

- 5.1 The Center is obliged to review the application of the respective program Coordinator or, in the case determined by point 4.3, of the student on the violation of the rights and/or legitimate interests of the student and takes the measures determined by this Rule.
- 5.2 In order to study and examine the circumstances related to the student's application, the Center shall have the right to carry out an appropriate inspection and request the respective information and documents from the respective structural units and/or personnel of the University.
- 5.3 The personnel and the students of the University are obliged to cooperate with the Center and provide it with all the requested information and documents, as well as to give the Center explanations on certain issues detected in the process of inspection.
- 5.4 The period of review of the student's application by the Center shall not exceed 1 month.

Article 6. Measures applied by the Center for the purpose of protection of the students' rights

- 6.1. If the Center ascertains the fact of violation of the students' rights and legitimate interests, it shall have the right:
 - 6.1.1 To apply to a violating person for prevention of the fact of violation of the student's rights and for restoration of the violated rights, except for the cases determined by sub-point 6.1.2;
 - 6.1.2 If the investigation shows the fact of gross violation of the student's rights, to apply to the Disciplinary Commission of the University regarding the disciplinary liability of the persons whose actions caused violation of the student's rights and freedoms;
 - 6.1.3 To submit the proposals and recommendations for the restoration of the student's violated rights and freedoms to the structural units or administrative personnel of the University and/or other persons, whose actions resulted in the violation of the student's rights and freedoms;
 - 6.1.4 To submit a proposal to the respective investigative bodies if the elements of crime were identified as a result of review of the case;
 - 6.1.5 To include the taken decisions in annual and special reports.
- 6.2. The violating person must fulfill the Center's instructions within the timeframes set by the Center and notify in this regard the Center and the student, whose rights were violated.
- 6.3. If the violating person fails to fulfill the Center's requirements, the Center shall have the right to apply to the Disciplinary Commission.

Chapter VI

Rules for drop out from a course and of postponement of the thesis/dissertation

Article 1. Purpose of the Rule

- 1.1 The purpose of this Rule is to determine the procedures for drop out from the course, retaking the course and postponement of the diploma thesis/dissertation by a student within his/her academic performance.

Article 2. Drop out from a course

- 2.1 Drop out from a course means transfer by the student of the subject included in the respective educational program into the following semester(s) in accordance with the requirements of this Rule.
- 2.2 During one academic year the student has the right to deregister from not more than 2 courses (mandatory and elective subjects). In this case the student will not be evaluated in the respective subject and will have the possibility to retake the course during the following semesters without payment of the additional fee.
- 2.3 The student has the right to deregister from the courses only during the first 4 meetings/lectures from the beginning of the course, in which case the student shall be exempted from the repayment of the fee for that course in the future; after the expiration of this term, the student shall not have the right to deregister from the course.
- 2.4 In case of drop out from the course, the student may have additional semester/semesters to take.
- 2.5 Drop out from the course is made upon the prior consultation with the School management (Dean, Head of the program), in case of their consent.
- 2.6 The School management may refuse the student to deregister from the course if this contradicts the student's interests or if the course is the precondition for other courses included in the following semesters.

Article 3. Retaking the course

- 3.1 Unsatisfactory assessment of the student in a certain subject shall be the reason for retaking the course without payment of the respective fee calculated on the basis of the credits.
- 3.2 If the student misses 33% of the contact hours of the subject for a valid excuse, he/she is obliged to retake the course without payment of any additional fee.
- 3.3 If the student misses 33% of the contact hours of the subject for an unreasonable excuse, he/she is obliged to retake the course after payment of the respective fee calculated on the basis of the credits.

3.4 The student may retake the course if he/she is not satisfied with the positive evaluation and wants to retake the course after payment of the respective fee calculated on the basis of the credits.

Article 4. Postponement of defense of the diploma thesis/dissertation

4.1 A student/ doctoral student shall have the right to postpone the securing of the diploma thesis/ dissertation to the following academic year on the basis of his/her personal application, in which case he/she is obliged to pay the fee of GEL 500 for postponement of the diploma thesis/ dissertation.

4.2 If the student has a documented valid excuse, he/she shall have the right to postpone the securing of the diploma thesis to the following academic year on the basis of his/her personal application, in which case he/she shall be exempted from payment of the fee for transfer of the securement of the diploma thesis.

Chapter VII

Procedures and mechanisms for identification and avoidance of as well as response in case of identification of plagiarism

Article 1. Scope of regulation and goals

- 1.1 This rule determines the procedures and mechanisms for identification and avoidance of as well as response in case of identification of plagiarism at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter referred to as the University).
- 1.2 The purpose of this Rule is to establish at the University the standards of respect of other persons' work and protection of the intellectual property rights by the persons involved in the teaching and learning process, which serves for the establishment of the unified area of academic and vocational education and research.
- 1.3 This rule applies to the students (including vocational education students), academic and invited personnel of the University and other persons involved in the teaching process.

Article 2. Inadmissibility of plagiarism

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- 2.1 Plagiarism is the use, presentation and misappropriation of other person's published work or any part of it (or unpublished work or any part of it, the copyright on which is ascertained /including the theories, concepts, data sources and/or materials, textbooks, methodologies or conclusions, charts, images, etc. prepared for the purpose of defense) without the reference to and, if necessary, the permission of the author.
- 2.2 Plagiarism is prohibited for the personnel and students of the University, including misappropriation and dissemination of the result of other person's intellectual work, text, idea, concept, visual or audio materials, any data, without the reference to the author, as well as forgery of the data, information or quotations in an academic work (falsification, fabrication, compilation) and destruction thereof.
- 2.3 The personnel and students of the University are prohibited to exploit other person's work without the proper reference to the work performed by other person/persons.

Article 3. Mechanisms for avoiding plagiarism

- 3.1 In order to avoid plagiarism, the University ensures provision and availability of relevant regulations to the students.
- 3.2 The academic and invited personnel of the University, as well as the program Coordinator are obliged to explain to the students the importance of plagiarism, its inadmissibility, the mechanisms of identification of plagiarism and the respective response procedures at the beginning of the educational program, in order to raise awareness and prevent plagiarism.

Article 4. Mechanisms of identification of plagiarism

- 4.1 In order to identify plagiarism, the appropriate electronic software is used at the University, with which the paper is checked for plagiarism in an automatic mode.
- 4.2 In addition to the electronic software specified in point 4.1, plagiarism is identified by means of various sources of information and search engines, as well as on the basis of application of interested persons.
- 4.3 The academic and/or invited personnel of the University is obliged to notify the School administration and/or the Head of the program in case of identification of the possible case of plagiarism.
- 4.4 The respective diploma or doctoral commission is obliged to notify the School administration and/or the Head of the program in case of identification of the possible case of plagiarism, based on the opinion of the reviewer or the mentor.

Article 5. Mechanisms of response to the cases of plagiarism

- 5.1 If plagiarism is identified during the learning process during mid-term and final examinations, the student will be given unsatisfactory evaluation in the subject.
- 5.2 If plagiarism is identified at the stages of preliminary review/defense of the Bachelor's, Master's or Doctoral thesis, the student's/doctoral student's thesis will be evaluated as unsatisfactory.
- 5.3 If plagiarism is identified in the thesis of the graduate of the University, the Academic Board of the respective School of the University, and in case of the Doctoral program – the Scientific Board, shall review the issue of deprivation of the awarded academic degree.
- 5.4 In case of identification of plagiarism, on the basis of the application of the respective School administration and, in case of the Doctoral program, on the basis of the application of the Head of the program, the Disciplinary Commission (the activities of which are regulated by the Code of Ethics and Conduct) shall have the right to carry out the following disciplinary measures:
 - 5.4.1 Notice;
 - 5.4.2 Reprimand;
 - 5.4.3 Termination of the student status;
 - 5.4.4 Other liabilities.
- 5.5 The author of the work may attend the meeting of the Disciplinary Commission in relation to the issue of identification of plagiarism and express his/her opinions and evidence.

Article 6. Plagiarism by the academic personnel and the response mechanisms

- 6.1 The University is authorized to monitor the research activities of the academic personnel and respond to all detected violations of the common rules of conduct by the academic personnel.
- 6.2 In case of identification of plagiarism by the academic/invited personnel of the University, the issue will be discussed by the Academic Board of the School together with the Quality Assurance Department. If the validity of the suspicion is confirmed, the Academic Board shall ask the Rector of the University to take relevant measures.
- 6.3 If the validity of the facts of plagiarism is confirmed, the Rector shall call on the Disciplinary Commission that will discuss the issue and take a decision on imposition of an appropriate penalty on the person who committed plagiarism.
- 6.4 If the fact of violation of academic good faith is not confirmed, the University shall put into effect all possible mechanisms to restore the person's scientific/professional reputation.
- 6.5 If the fact of violation of academic good faith is confirmed, considering the severity of the violation, the following disciplinary penalties may be imposed on the violating person:
 - 6.5.1 Notice;
 - 6.5.2 Reprimand;
 - 6.5.3 Deduction of 20% of the remuneration determined by the labor contract;
 - 6.5.4 Termination of the labor contract.

Article 7. Appeal of the Commission's decision

- 7.1 The person, on whom the disciplinary penalty was imposed due to the commission of plagiarism, shall have the right to appeal the decision of the Commission to the court as provided for by the legislation.

Chapter VIII**Rules for monitoring, quality assessment, analysis and application of results of the educational process****Article 1. Scope of regulation and goals**

- 1.1 The rules for monitoring, quality assessment, analysis and application of results of the study process determine the issues of monitoring of the study process at the University, including the issues related to increasing the academic performance and quality of studies of the students. The Rules include the system of evaluation of efficiency of the educational programs and the procedures and mechanisms for application of the evaluation results.
- 1.2 The purpose of the Rules is to permanently monitor the quality of the studies, to identify the shortcomings in the educational programs, to set the goals for the elimination of such shortcomings, and to endure further improvement and perfection of the quality of the studies and its compliance with the requirements of the labor market with the engagement of the University staff, students, graduates, employers and other associated parties.
- 1.3 The rule of evaluation and regulation of the study process includes the following issues:
- 1.3.1 The cycle of evaluation of the learning outcomes and the use of the results;
 - 1.3.2 The directions and means of evaluation of the quality of studies;
 - 1.3.3 The analysis and the procedure of use of the results of internal evaluation of the study process.

Article 2. Cycle of evaluation of the learning outcomes and the analysis and use of the results

- 2.1. The cycle of evaluation of the learning outcomes and the use of the results consists of 4 (four) interdependent stages: **Plan – Do – Check – Act**.
- 2.1.1. **Plan** – the measures to be taken, the means of evaluation, the evaluation criteria, the implementing persons and the frequency of taking the measures are planned for the purpose of evaluation of the quality of the studies;

- 2.1.2. **Do** – taking the planned measures with the involvement of persons defined by these Rules and according to the established methodology, including field works;
- 2.1.3. **Check** – review and analysis of the performed field works and other works, identification and evaluation of the strengths and weaknesses that is carried out by the Quality Assurance Department of the University with the involvement of the personnel of the Schools of the University, including the Heads of the educational programs and the personnel of the Schools;
- 2.1.4. **Act** - based on the taken measures and their outcomes the recommendations on quality improvement are drawn up and the respective measures are taken in order to increase the quality of the studies.

Article 3. Directions and means of evaluation of the quality of studies

- 3.1. In order to evaluate the quality of the studies, educational program, individual components of the educational program, efficiency of the work of the lecturers, students' academic performance, efficiency of the educational process and other related external and internal factors are checked.
- 3.2. The evaluation of the quality of the studies is based on the following main directions:
 - 3.2.1. Evaluation and analysis of external factors;
 - 3.2.2. Evaluation of compliance of the educational programs with the labor market requirements;
 - 3.2.3. Analysis and statistical calculation of the employment of graduates;
 - 3.2.4. Monitoring and evaluation of the students' academic performance;
 - 3.2.5. Internal evaluation of the study process;
 - 3.2.6. Cross checking-evaluation;
 - 3.2.7. Analysis and procedure of application of the results of evaluation of the study process.

Article 4. Evaluation and analysis of external factors

- 4.1. Evaluation of external factors includes the research of similar academic programs of the competing universities and the leading universities in the world, the analysis of which serves for the identification and improvement of the competitiveness and quality of individual components of the academic programs of the University.
- 4.2. The evaluation and analysis of the external factors is carried out by the Quality Assurance Department, with the engagement of the personnel of the University, including the Coordinators and Heads of the programs.

Article 5. Evaluation of compliance of the educational programs with the labor market

requirements

- 5.1. The purpose of evaluation of compliance with the labor market requirements is to determine the compliance of the study results, implied by the educational programs, with the labor market requirements.
- 5.2. The analysis of compliance with labor market requirements is mainly performed by means of surveying the employers, processing of the secondary data and use of other resources.
- 5.3. Processing of the secondary data and use of other resources includes the examination and analysis of the researches conducted by the University, state institutions, international and local organizations in relation to the labor market.
- 5.4. Compliance of the educational programs with the labor market requirements is evaluated by the Quality Assurance Department of the School, with the engagement of the University personnel, including the Coordinators and heads of the programs.

Article 6. Analysis and statistical calculation of the employment of graduates

- 6.1. The purpose of analysis and statistical accounting of employment of the graduates is to determine the competitiveness of the graduates and to evaluate the requirements necessary for their professional development.
- 6.2. For the purpose of analyzing the employment of the graduates the University is continuously surveying the graduates and recording the employment statistics.

Article 7. Monitoring and evaluation of academic performance of the students

- 7.1. The purpose of monitoring and evaluation of academic performance of the students is to control the quality of learning the respective educational program components by the students, which includes the evaluation of the relevance of complexity and/or simplicity of the program or its components, the evaluation of the complexity and/or simplicity of the literature used on the academic courses, the determination of the adequacy of the evaluation criteria determined by the lecturers in the syllabuses, identification of the engagement of students in the academic courses and other possible shortcomings existing in the system.
- 7.2. The students' academic performance is monitored and evaluated by the Quality Assurance Department of the University, with the engagement of the personnel of the Schools of the University, including the Heads of the programs.
- 7.3. The students' academic performance is monitored, together with other means, by the LMB, the electronic database of the University, which includes the summary information on the progress and outcomes of each academic course, including the attendance of students and their mid-term and final evaluations.
- 7.4. The Rules of use of the LMB, the electronic database of the University, are defined in the

Internal Regulations of the University and the rules of regulation of the study process.

Article 8. Internal evaluation of the study process

- 8.1. The purpose of internal evaluation of the study process is to check the quality of academic programs, to identify shortcomings and to determine the compliance of the results, reached during the study process, with the expected learning outcomes for quality improvement purposes.
- 8.2. The evaluation of the study process is coordinated by the Quality Assurance Department and the evaluation process is carried out by the School personnel and Heads and Coordinators of the academic programs.
- 8.3. The educational programs are evaluated in two main directions:
 - 8.3.1. Evaluation and analysis of the progress of the study process;
 - 8.3.2. Evaluation and analysis of the study process or its components (courses, modules, etc.) after their completion.

Article 9. Mechanisms/methods of evaluation of the progress of the study process

- 9.1. The progress of the study process may be evaluated and analyzed with the following methods:
 - 9.1.1. By attendance to the lectures and examinations by the Head of the program and/or Coordinator by a random selection principle;
 - 9.1.2. By permanent feedback of the Coordinators/Heads of the program with the lecturers about the progress of the study process;
 - 9.1.3. By peer attendance to the lectures and examinations by the professors and other invited lecturers, which shall be also attended by the representative of the Quality Assurance Department;
 - 9.1.4. By monitoring of the Heads and Coordinators of the programs by the Quality Assurance Department.

Article 10. Mechanisms/methods of evaluation of the study process after its completion

- 10.1. For the evaluation and analysis of the study process after its completion the following mechanisms/methods may be used:
 - 10.1.1. Surveys;
 - 10.1.2. Reporting.
- 10.2. The survey includes surveying the students, lecturers and other parties in relation to the educational process, which includes:

- 10.2.1. Anonymous evaluation of the lecturers by the students in accordance with the form provided in Annex No 3 to these Rules;
 - 10.2.2. Anonymous evaluation of the mentor of the diploma/thesis/practical work by the students in accordance with the forms provided in Annexes No 4 and No 5 (in case of practical work) to these Rules;
 - 10.2.3. Evaluation of the group by the lecturer in accordance with the form provided in Annex No 7 to these Rules.
- 10.3. Reporting involves preparation of various reports by the parties involved in the educational process, which includes:
- 10.3.1. Semester reports on the study process prepared by the Heads and coordinators of the programs in accordance with Annex No 2;
 - 10.3.2. Annual reports presented by the professors in accordance with Annex No 8;
 - 10.3.3. Reports of the focus groups conducted with the students and graduates in accordance with Annex No 6.
- 10.4. The use of the mechanisms, completion of the questionnaires and preparation of the reports determined by this Article shall be ensured by the School personnel in coordination with the Quality Assurance Department of the University.
- 10.5. The School personnel shall prepare the reports and questionnaires and submit them to the Quality Assurance Department upon the completion of the study course, semester or any of the educational components within the timeframes established by the Order of the Rector of the University.

Article 11. Cross-checking evaluation

- 11.1. Cross-checking evaluation includes the evaluation of each other's educational programs by the staff of the Quality Assurance Department and the Heads and Coordinators of the Schools of the University.
- 11.2. Cross-checking evaluation includes the evaluation of the following components of the educational program:
- 11.2.1. Curriculum and syllabuses of an academic course;
 - 11.2.2. Determination of compliance of the programs and the changes made in the programs with the labor market requirements (if any);
 - 11.2.3. Confirmation of response to the shortcomings identified as a result of application of the mechanisms defined in Article 10 of this Chapter.
- 11.3. Cross-checking evaluation of the Bachelor's and Master's programs may be carried out with the following frequency:
- 11.3.1. Once in every 4 years – in case of the Bachelor's programs;

11.3.2. Once in every 2 years - in case of the Master's programs.

Article 11. Analysis of the results of evaluation of the study process

- 11.1. The evaluation results specified in Articles 9, 10 and 11 of this Chapter shall be analyzed by the Quality Assurance Department of the University together with the respective School personnel, including the Heads and Coordinators of the programs, the School personnel and other persons (hereinafter referred to as the working group).
- 11.2. The process of analysis includes:
- 11.2.1. Analyzing by the working group of the documents determined by Articles 9, 10 and 11 of this Chapter;
 - 11.2.2. Sharing the experience in elimination of the shortcomings detected on various programs and the introduction of positive factors;
 - 11.2.3. Examining and analyzing the practice of other educational institutions and the international practice in relation to the elimination of shortcomings;
 - 11.2.4. Carrying out other researches on the basis of the experience gained in the University's practice.
- 11.3. For the purpose of timely response to the results, the working group shall meet up at the end of the semester and analyze the results within a reasonable timeframe, which will be submitted in a form of recommendations by the Quality Assurance Department to the Academic Board of the School for review.

Article 12. Procedure of application of the evaluation results

- 12.1. After the submission of recommendations by the Quality Assurance Department, the Academic Board of the School shall meet up in the reasonable timeframe in order to review the evaluation report, so that it is possible to eliminate the shortcomings as quickly as possible before the next semester.
- 12.2. The Academic Board of the School shall analyze the developed recommendations in relation to the elimination of the identified shortcomings and the subsequent improvement of the educational program, and shall carry out appropriate measures according to the identified shortcomings and developed recommendations.

Article 13. Internal evaluation forms

- 13.1 In order to improve the quality of the studies and ensure the compliance with the standards of these Rules throughout the University system, the evaluation forms shall be approved in the following Annexes:
- 13.1.1 Annex N1 – Collegial Evaluation Form;

- 13.1.2 Annex N2 – Questionnaire to be Completed by the Coordinator;
- 13.1.3 Annex N3 - Questionnaire to be Completed by the Student;
- 13.1.4 Annex N4 - Questionnaire to be Completed by the Student Preparing for the Diploma Examination;
- 13.1.5 Annex N5- Questionnaire to be Completed by the Student on Practice;
- 13.1.6 Annex N6 - Questionnaire for Guidance of the Focus Group;
- 13.1.7 Annex N7– Brief Questionnaire to be Completed by the Lecturer/Vocational Education Teacher;
- 13.1.8 Annex N8 – Academic personnel’s productivity assessments annual reporting form.

Chapter IX

Rules for determining scholarships and allowances for stimulating students and for supporting socially vulnerable students

Article 1. General provisions

- 1.1 This Rule (hereinafter the Rule) regulates the procedure of determining scholarships and allowances for stimulating students and for supporting socially vulnerable students on the educational programs of the Non-entrepreneurial (Non-commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter referred to as the University).

Article 2. Allowances applicable to the educational programs of the Non-entrepreneurial (Non-commercial) Legal Entity Georgian Institute of Public Affairs

- 2.1 The following allowances are available at the University:
 - (a) Allowance for the students admitted with the state grant;
 - (b) Rating allowance based on the academic performance of the student;
 - (c) Allowance for the representatives of various socially vulnerable groups;
 - (d) Other individual allowances.

Article 3. Allowances for the students admitted with the state grant

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- 3.1 This allowance may be used on the Bachelor's programs;
- 3.2 The first year students, admitted to the University, who obtain financing within the framework of the Unified National Examinations, will be also awarded with a single-time scholarship by the University in the amount of GEL 1000. This amount will be deducted from first year tuition fee and will be included in the agreement concluded with the student and in the tuition fee payment schedule.

Article 4. Rating allowance based on the academic performance of the student

- 4.1 This allowance applies to the Bachelor's and Master's programs, on which the students with the best academic performance in the last year may be awarded the rating allowance.
- 4.2 The best academic performance shall be determined taking into consideration the final points earned in the courses completed by the students and included in the electronic database of the Non-entrepreneurial (Non-commercial) Legal Entity Georgian Institute of Public Affairs, also the GPA, activity and other components.
- 4.3 The nomination of the student for the rating allowance, together with the recommendation regarding the amount of the allowance, shall be carried out by the School Dean, not later than 15 working days after the end of the academic year. The amount of the allowance shall be determined by the Rector by issuing a relevant order not later than the beginning of a new academic year.
- 4.4 The rating allowance applies to each subsequent academic year and is included in the agreement concluded with the student and in the tuition fee payment schedule, on the basis of the order of the Rector.
- 4.5 The student with best academic performance, who is in his/her last academic year of the University's educational program, may be granted the allowance upon the nomination of the School Dean and on the basis of the Rector's decision in a form of a single-time scholarship.

Article 5. Allowance for the representatives of various socially vulnerable groups

- 5.1 This allowance applies to all educational programs;
- 5.2 For the purposes of Article 5, the allowance shall apply to the following target groups:
 - (a) Socially vulnerable persons;
 - (b) Representatives of national minorities;
 - (c) Persons with disabilities;
 - (d) Internally displaced persons;
 - (e) Foreign citizens of ethnic Georgian origin (Laz people, deported Meskhetians, Fereydan Georgians and others), who consider themselves as being of ethnic Georgian origin and who have Georgian surnames or Georgian linguistic identity;

- (f) Persons living on the occupied territories;
- (g) Persons living in high mountainous regions;
- (h) Members of large families;
- (i) Children/ family members of the persons who died for the protection of territorial integrity of Georgia.

5.3 Members of each group determined by point 5.2 may be awarded an allowance, intended for the representatives of various socially vulnerable groups, on the educational programs of the University after the submission of the respective documentation, the amount of which shall be determined individually in each specific case upon the nomination of the School Dean, by an order of the Rector.

5.4 In order to obtain the allowance, the citizens of Georgia, persons with a neutral identity card or a neutral travel document and the foreign citizens with the fellow-countryman status living abroad, who are admitted to the accredited educational program, must submit to the University the following documents together with other standard documents:

- 5.4.1 Socially vulnerable Persons – a Certificate on Registration with the Database of the Socially Vulnerable Families, issued by LEPL Social Service Agency under the state control of the Ministry of Labor, Health and Social Affairs of Georgia, which must be issued not earlier than 2 months before the submission of the Certificate to the University;
- 5.4.2 Representatives of national minorities – together with the certificate of the citizenship of Georgia, the document certifying registration for the past 5 years at the compact settlement municipalities of national minorities in Georgia (Information Card);
- 5.4.3 Persons with Disabilities – an extract from of social medical examination act – Form No 50/II (copy);
- 5.4.4 Internally displaced persons – the Certificate of the Internally Displaced Persons;
- 5.4.5 Foreign citizens of ethnic Georgian origin (Laz people, deported Meskhetians, Fereydan Georgians and others), who consider themselves as being of ethnic Georgian origin and who have Georgian surnames or Georgian linguistic identity – a neutral ID card or a neutral travel document, and the foreign citizens living abroad – a document certifying the fellow-countryman status;
- 5.4.6 Persons living on the occupied territories – a certificate of a citizen of Georgia, a neutral ID card or a neutral travel document;
- 5.4.7 Persons living in high mountainous regions – a document certifying a permanent residence in any of the high mountainous settlements determined by Ordinance No 671 of 30 December 2015 of the Government of Georgia;
- 5.4.8 Members of large families – a certificate or any other document certifying the fact of having 5 or more sisters, brothers or sisters and brothers together.

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- 5.5 The student shall be nominated for the award of the allowance intended for the representatives of the socially vulnerable groups and the recommendation on the amount of the allowance shall be made by the School Dean, not later than 15 working days after the submission of the application and respective documents to the School. The amount of the allowance shall be determined by the Rector by an appropriate order, issued not later than the commencement of a new academic year.
- 5.6 In order to be admitted to the University and to obtain the allowance, the applicant must undergo the procedures (test, interview, etc.), if any, established for each educational program by the common university regulatory acts.

Article 6. Other individual allowances

- 6.1 Other individual allowances may apply to all the programs existing at the University.
- 6.2 The allowance may apply to:
- (a) Family members of the University employees;
 - (b) Graduates of the Bachelor's and Master's programs of the University;
 - (c) Sisters, brothers or siblings, if they simultaneously study at the University;
 - (d) In other individual cases upon the decision of the Rector.
- 6.3 The amount of the allowances determined in this Article shall not exceed 10%, except for special cases that are reviewed and approved by the relevant order of the Rector.
- 6.4 Students shall be nominated for the allowances determined by Article 6 by the School Dean. The decision on awarding the allowances and the amount of the allowances shall be determined by the Rector of the University by issuing an appropriate order.

Chapter X**Rules/instructions of use of the students' electronic database****Article 1. General provisions**

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- 1.1 An electronic database LMB.GIPA.GE (hereinafter – the database) has been created at the (Non-commercial) Legal Entity Georgian Institute of Public Affairs.
- 1.2 This Rule determines the composition of the database, the principles of electronic management of the educational process, the persons authorized to administer and access the database and the regulations related to the administration and access to the database.

Article 2. Structure of the database

- 2.1 The database consists of several modules for the following users:
 - 2.1.1 Students;
 - 2.1.2 Lecturers;
 - 2.1.3 Coordinators and Heads of the programs;
 - 2.1.4 Representatives of the Quality Assurance Department;
 - 2.1.5 Administration of the University.

Article 3. Student's module of the database

- 3.1. The student's module of the database envisages the existence of individual user pages for each student, where the student can obtain information regarding the study process, can have access to the e-library resources and can carry out activities in the following areas:
 - 3.1.1. To have electronic communication with the lecturers of each subject, including to be provided with the assignments, materials, lecturer's consultation, and to send the completed assignments, questions, etc.
 - 3.1.2. To use an electronic library where students have unlimited access to all the materials which are defined in each syllabus of the program curriculum;
 - 3.1.3. To be provided with the information on the scientific resources and databases, to which the University has access;
 - 3.1.4. To be provided with the information on the academic timetable, completed courses, student ratings, planned events and other university activities;
 - 3.1.5. To have access to his/her evaluations in the completed courses (including taking into consideration various components), syllabuses, materials provided by the lecturers and other issues related to the study process;
 - 3.1.6. To have access to the agreement concluded with the University, to the tuition fee payment schedule and other information related to financial relations.

Article 4. Lecturer's module of the database

- 4.1. The lecturer's module of the database envisages the existence of individual user pages for each lecturer, where the lecturer can electronically manage administrative and other activities

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related to the study process; also, to have access to the information and resources related to carrying out the study process;

- 4.2. By means of the lecturer's module of the database the lecturers can carry out activities in the following areas:
 - 4.2.1. To have access to the electronic list of the students, which can be used by the lecturer to control the attendance of the students and evaluation of different components of the subject;
 - 4.2.2. To communicate with students in electronic form in order to provide them with the assignments, reading materials and other information and documentation;
 - 4.2.3. To provide the students with electronic consultations on various issues;
 - 4.2.4. To use the electronic library of the University, including to add to the electronic library the materials required for carrying out his/her course;
 - 4.2.5. To use the study process evaluation module (Survey) and to add/search for the respective information.

Article 5. Coordinator's module

- 5.1. The Coordinator's module is intended for the monitoring of administrative issues of the program and the academic performance of the students.
- 5.2. By means of this module the program Coordinator shall place the following information:
 - 5.2.1. Students' list, specifying their addresses, contact and other information;
 - 5.2.2. Program curriculum, with the reference to the list of subjects, lecturers, syllabuses, educational timetables and other information related to the study process;
 - 5.2.3. Electronic reading materials, according to the syllabus of each course;
 - 5.2.4. Monitoring of payment of the tuition fees;
 - 5.2.5. Study process evaluation module (Survey).

Article 6. Administration's module

- 6.1. This module is used by the administration in the University budgeting and its monitoring process.
- 6.2. The administration uses this module for monitoring and collecting the student debts.
- 6.3. The administration uses this module to control the agreements with the students and the tuition fee payment schedule.
- 6.4. The administration uses this module for evaluation of the study process by the students and lecturers.

Article 7. Data unified in the database

- 7.1. The database comprises the following data:

- 7.1.1. Students' data – name, surname, personal number, address, mobile phone number, home phone number, date of birth, date of enrollment, e-mail, School, program, group number, status, mobility, personal photo, comment (bio), the period of studies;
- 7.1.2. Quality control data – evaluations of the lecturers and students, ranking of the lecturers according to the programs and University;
- 7.1.3. Lecturers' data - name, surname, personal number, address, mobile phone number, home phone number, date of birth, e-mail, personal photo;
- 7.1.4. Curriculum (course management) – selection of the class, course, semester, number of the academic weeks, concentration (yes, no), name of the subject, number of lecture hours, number of seminar hours, optional nature of the subject (yes, no), self-study hours/working hours; number of credits;
- 7.1.5. Curriculum data (attachment of the subject to the group) – selection of the lecturer, (lecture or seminar course), fee/remuneration (hourly), number of contact hours (automatically based on the created subject), selection of the group, course (automatically based on the created subject), evaluation criteria according to the syllabus, name of the evaluation, evaluation points, minimum threshold of the evaluation points;
- 7.1.6. Data on the subjects of the current semester;
- 7.1.7. Library data – name of the book, author of the book, name of the subject, name and surname of the lecturer;
- 7.1.8. Data on the personal correspondence (PM) – (sending letters according to the course, according to the group, option to attach the file, received letters, sent letters);
- 7.1.9. Data on the registers (register printing option) – according to the groups, according to the optional subjects;
- 7.1.10. Data on the management of the student groups – (adding the groups, entering the group name with the relevant numbering);
- 7.1.11. Data on the management of optional subjects - according to the courses (filter), number of students who chose the optional subject, list of the selected students, management of the optional concentrations, filtration according to the courses, number of students who chose certain concentrations;
- 7.1.12. Financial data - information on the financial condition of students studying at the university, including the amount of the agreement; fee of the additional subjects; rating allowance (including the allowance for the students who have acquired grants); extra; old debt; amounts receivable (student); amount received (student) – the amounts paid according to the dates; total debt; debt for the current quarter;

- 7.1.13. Information on different documents – name of the document; programs, whose students will see such documents; group of users, who will see such documents (students, lecturers, administration); reference to the PDF file.

Article 8. Persons authorized to administer/access to the database

- 8.1. The database shall be administered by the Chief Administrator and coordinator, within their competence, and the lecturers and students shall have access to the database.
- 8.2. The Chief Administrator shall:
 - 8.2.1. Have full access to the to all the data provided for in Article 7, as well as the right to edit, update, remove data and to perform other functions;
 - 8.2.2. Prepare the database for a new semester, after which the Coordinators will link the subjects to the lecturers and students;
 - 8.2.3. Be authorized, if necessary, to deregister the student from current subjects and edit/deter the entire history/information of the student;
 - 8.2.4. Close the subjects of the current semester and recount the GPA and, if necessary, remove the criteria.
- 8.3. The program Coordinator shall:
 - 8.3.1. Add/edit the students'/ lecturers' data in the database;
 - 8.3.2. Create/edit the curriculum;
 - 8.3.3. Link the subjects to groups and lecturers;
 - 8.3.4. Export the points from the current subjects into an Excel file;
 - 8.3.5. Ensure the operation of the function of correspondence with students;
 - 8.3.6. Add the electronic books;
 - 8.3.7. Be responsible for the financial reporting, chosen concentrations, lists of the selected subjects, the subjects completed by the students, access to the student ratings according to GPA;
 - 8.3.8. Identify the barcodes;
 - 8.3.9. Print the students' transcripts;
 - 8.3.10. Inclusion of the subject evaluation module (Survey) after the completion of the subject;
- 8.4. Lecturers' access to the database includes the access to the following information/functions:
 - 8.4.1. List of subjects (taught by the lecturer);
 - 8.4.2. List of students registered on the subjects;
 - 8.4.3. Evaluations linked according to the syllabuses;
 - 8.4.4. Export of points in Excel file;
 - 8.4.5. Function of correspondence with the students (PM);
 - 8.4.6. Searching for the electronic books;

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- 8.4.7. Changing the password;
- 8.5. Students' access to the database includes the access to the following information/functions:
 - 8.5.1. Subjects of current and last semesters;
 - 8.5.2. List of subjects included in the semester;
 - 8.5.3. Names and weight (points) of the subject assessment/criteria;
 - 8.5.4. Subject assessment and attendance percentages;
 - 8.5.5. Syllabuses according to the subjects;
 - 8.5.6. Searching for/viewing electronic books;
 - 8.5.7. Access to the personal correspondence module, timetable, completed subjects, GPA, student's course rating, financial reporting, electronic agreements;
 - 8.5.8. Selecting the subject/concentration;
 - 8.5.9. Changing the password.

Article 9. Rules of administration of the database

- 9.1. The relevant information of the students enrolled at the University shall be entered into the database by the Coordinators, after which the Chief Administrator creates the group with the appropriate numbering of the students admitted that year and the Coordinator distributes the students in the groups.
- 9.2. The list of subjects of the relevant class shall be created in the curriculum (for example: 2018-2022) specifying the years of admission and graduation of the students.
- 9.3. After the Coordinator enters the subjects according to the relevant classes, the Coordinator shall choose the subjects which are required to be linked, click the "link" button, where he/she chooses the lecturer of the lecture course, specifies the lecturer's remuneration and then chooses the lecturer of the seminar course and specifies the latter's remuneration, also chooses the group and enters other data (the number of contact hours for that subject, the course, credits, etc.).
- 9.4. The module of the database evaluation system is dynamic, which enables the lecturer to compile syllabus with as many components as he/she wants. The Coordinator moves from the syllabus the evaluation names and maximum evaluation points (for example: I mid-term – 20 points); the subject will be linked to the lecturer and the student by clicking one button, to which the Coordinator and the administrator have access.
- 9.5. The Coordinator and the lecturer may make changes to the linked subject, for which the same working page is created with the limited functions. After each examination the respective criterion will be closed for safety purposes, which means that no changes can be made into the closed evaluation.
- 9.6. Only the Chief Administrator has the right to open the criterion, who is authorized to open the criterion only with the consent of the Dean or the Deputy Dean.

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- 9.7. It is possible to export the points of a specific subject into an Excel file from the database, which may be made by the Administrator, Coordinator and lecturer.
- 9.8. After the completion of the subject, when all evaluation points are entered into the database, the Chief Administration will receive an e-mail from the Coordinator, which must clearly state that the current subjects of his/her program need to be closed. After closing the subjects, the students will see their evaluation results in the completed subjects' list, specifying the name of the subject, the evaluation, the number of credits on that subject. The student's GPA is calculated from the points and credits of the completed subjects, which can be accessed by the administrator, Coordinator and student. After the calculation of the GPA, the representatives of the School administration may identify the scholarship candidates on their programs according to the courses (whose GPA must not be less than 3.5). After calculating the GPA, the student can see on his/her personal page his/her place in the course rating.
- 9.9. The database has a personalized correspondence module PM, which can be used by the representatives of all groups.
- 9.10. An electronic agreement is also available in the database, which automatically includes the student's information entered into the database. The Coordinator and the student may print the agreement; the student sees his/her agreement which is accompanied by the QR Code.
- 9.11. There are several programs at the University that imply the selection of the direction (concentration) from the second or third course. The Chief Administrator will make visible for the student the options in the database and the student will choose the concentration, while the Coordinator sees the direction chosen by the student together with the quantity and full list. Also, students may choose optional subjects in the database.
- 9.12. The database also includes an internal survey/research module, which is administered by the Coordinator. Before the Coordinator enters the final examination points into the database, he/she shall activate the survey module on that particular subject. The student cannot see the evaluations on that particular subject until he/she completes the survey form.
- 9.13. The examination barcode management module is created in the LMB, which is used by several electronic applications. The barcodes are attached to the examination issues that can be identified only by the Coordinator with the Barcode Reader. There is a page in the database where the Coordinator enters only the students' points, applies the Reader to the barcode and automatically enters it in the valuation of the particular subject.

Article 10. Financial reporting

- 10.1. One of the leading modules of the database is the financial reporting;
- 10.2. LMB.GIPA.GE and the accounting program ORIS ensure the access to the financial information on the students throughout the entire Institute.

- 10.3. On their pages students can see information only on their financial condition (how much has been accrued on them based on the agreement, whether they have a state grant, whether they were awarded with the local scholarship or whether they have an extra discount; also whether they are undergoing additional subjects, etc.), also the tuition fee payment schedules determined by the agreement (which are broken down according to 4 quarters and students see how much is to be paid per each quarter, how much they have already paid and how much is left to be paid).
- 10.4. If the student fails to pay the tuition fee for the current quarter, his/her access to the database will be automatically terminated and he/she will be notified on the exact amount of tuition fee after the payment of which his/her access to the database will be restored.
- 10.5. The financial reporting data of the entire University (including all programs) can be seen only by the Chief Administrator, while Coordinators have access only to the condition of the programs, for the coordination of which they are responsible.

Article 11. E-library

- 11.1. The local e-library is available for all groups of the database (administrator, coordinator, student, lecturer). The representatives of all groups can search for books, download or open and use them.
- 11.2. All electronic books (pdf or docx format) purchased throughout the University are available in the local e-library.

Chapter XI

Rules of regulation of educational process at the vocational educational programs

Article 1. Scope and purpose of this Rule

- 1.1 The purpose of this Rule is to determine the rules and regulations of organization and carrying out of the study process and of carrying out the vocational education on the vocational educational programs of the Non-entrepreneurial (Non-commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter the University).
- 1.2 The scope of regulation of this Rule includes the procedures for elaboration/adaptation of vocational educational programs, their approval, modification and cancelation, for obtaining, suspending and terminating the status of a vocational education student, for accumulation of credits at the University, for evaluation of knowledge of the vocational educational students, for

recognition of the education acquired during the study period, for awarding the professional qualification and issuing the professional diplomas.

- 1.3 The regulations governing the issues/relations determined by the Rules of Regulation of the Study Process at the University shall also apply to the vocational programs of the University, which are not regulated by and do not contradict the Rules of Regulation of the Study Process on the Vocational Educational Programs, determined by this Chapter.

§ 1. Rules of elaboration/adaptation, approval, modification and cancelation of the vocational educational programs

Article 2. Scope of regulation

- 2.1 This Rule defines the procedures for adaptation, approval, modification and abolition of vocational educational programs at the university under the Law of Georgia on Vocational Education.
- 2.2 Vocational education at the University is carried out according to the modular vocational programs developed on the basis of the Vocational Qualifications Framework, approved by Decree N120/n of 10 December 2010 of the Minister of Education and Science of Georgia.
- 2.3 The vocational educational program includes theoretical and practical training, practical learning and industrial practice and is completed by issuing the professional diploma certifying the qualification of the respective level of vocational education.
- 2.4 The language of instruction on the vocational educational program is Georgian, and in certain cases language of instruction may be foreign languages in accordance with the legislation.

Article 3. Adaptation and approval of the vocational educational program

- 3.1. Adaptation of a vocational educational program is carried out by adapting modules of vocational educational programs developed on the basis of the Framework Document.
- 3.2. The developed modular vocational educational program must include all compulsory general and compulsory vocational modules.
- 3.3. The structure of the modular vocational educational program, developed on the basis of the Vocational Qualifications Framework approved by the Order N120/n of 10 December 2010 of the Minister of Education and Science of Georgia, shall include the following information:
 - 3.3.1. Vocational specialization and qualification;
 - 3.3.2. Objectives of the educational program;
 - 3.3.3. Preconditions of admission to the program;
 - 3.3.4. Career opportunities for the graduates;

- 3.3.5. Structure and modules of the program;
 - 3.3.6. Learning outcomes appropriate for the qualification to be awarded;
 - 3.3.7. Methods of achievement of the learning outcomes;
 - 3.3.8. System of evaluation of knowledge of the vocational education students;
 - 3.3.9. Professional qualification to be awarded;
 - 3.3.10. Modules provided by the program;
 - 3.3.11. Curriculum;
 - 3.3.12. Information on competence in Georgian language;
 - 3.3.13. Legal basis for elaboration of the vocational educational program;
 - 3.3.14. Information on the vocational educational teachers carrying out the program.
- 3.4. The module of the elaborated program should include the following components:
- 3.4.1. Name, status, description, admission preconditions and other general information of the module;
 - 3.4.2. Standard records that include information on the learning outcomes of the module, the performance criteria, scope of competence parameters, evaluation directions and credits;
 - 3.4.3. Supplementary records that include information on organization of the teaching and evaluation process, the teaching topics and teaching/learning methods, evaluation methods and evidence; also the information for the portfolio of vocational education students on the approaches of implementation of the module, the hours distribution scheme, the educational resources (including inventory), recommendations on the teaching methods for the students with special educational needs and the persons with disabilities, etc.
- 3.5. The vocational educational programs shall be reviewed by the Academic Board of the University and approved by the Rector upon the recommendation of the Department of Agriculture Development and Vocational Education.

Article 4. Modification and cancellation of the vocational educational program

- 4.1. The vocational educational program may be modified on the basis of the evaluation and recommendations of the Head of the program and the Quality Assurance Department of the University and other objective circumstances.
- 4.2. If the modification of the program results in the change of the content of the program, the learning outcomes of the program and/or the qualification to be awarded, the modification shall be approved according to the same procedure based on which the program was approved/adapted, in other cases the modification will be approved by an order of the Rector.
- 4.3. The information on the modifications will be also included in the periodic reports of internal self-evaluation of the implementation of the program, which are prepared by the relevant structural units in coordination with the Quality Assurance Department.

- 4.4. The grounds for cancellation of the educational program may be the shortcomings and inefficiency, detected in the evaluation of implementation of the program, such as the incompliance of the program with the requirements of the labor market, the results of the vocational students' survey, termination of cooperation with the external partners supporting the implementation of the program, etc.
- 4.5. The proposal on the cancellation of a vocational educational program is reviewed by the Academic Board of the University and is approved by the Rector, upon the initiation of the Head of the program and taking into consideration the opinion of the Quality Assurance Department, upon the recommendation of the Head of the Department of Agricultural Development and Vocational Education.
- 4.6. If vocational education students are enrolled in the cancelled vocational educational program, their further education will be ensured according to the University rules of regulation of mobility, unless the Academic Board of the University decides to transfer the program into the walk-off mode.

§ 2. Rules of obtaining, suspension and termination of the vocational student status and the rules of mobility

Article 5. Obtaining the vocational student status

- 5.1. A vocational student is a person, who is admitted to and studies on the vocational education program of the University as provided for by the Law of Georgia on Vocational Education.
- 5.2. The admission to the vocational education program, the number of vacant places, the conditions of admission of students, including an additional testing and interviews and other forms are determined by the order of the Rector.
- 5.3. The University shall ensure publicity of the information provided in paragraph 5.2 of this Article.
- 5.4. In order to analyze the documents, submitted by the candidates for admission to the vocational education program, and/or to determine the compliance of the candidates for admission to the vocational education program with the requirements of the educational program, the Admission Commission is set up by the order of the Rector.
- 5.5. Admission to the educational program is carried out on the basis of review of the documents by the Admission Commission and determination of their compliance with the preconditions for admission to the program.
- 5.6. The decision of the Commission shall be documented with the protocol of the Commission and shall be submitted to the University Rector for approval.

- 5.7. The person shall be considered to be admitted to the vocational education program of the University and shall be awarded the status of a vocational student as of the date of issuance of the order of the Rector on the admission and after the conclusion of the agreement with that person.
- 5.8. The data of the admitted vocational student are uploaded in the registry of the educational institutions after the issuance of the order on admission, in compliance with the requirements of Order No 127/n of 22 July 2011 of the Minister of Education and Science of Georgia (On Approval of the Rules of Keeping the Registry of Educational Institutions) (evet.emis.ge).
- 5.9. Information on any changes made in the data of the students of the educational institution must be entered in the Registry of Educational Institutions within the established timeframes. Changes in the data of the vocational students of the University may not be made in the Registry of Educational Institutions without the order of the Rector of the University.
- 5.10. The responsibility on the correctness of the documents, submitted by the vocational student for the purpose of obtaining the right to study at the University, shall be imposed on the vocational student. The institution reserves the right to verify the validity of submitted documents.
- 5.11. The University conducts with a vocational student the agreement on the educational services, which is signed by the relevant authorized person of the University and the vocational student of full legal age or the legal representative of a minor vocational student.
- 5.12. One copy of the agreement shall be given to the vocational student and the other copy shall be stored in the personal file of the vocational student.

Article 6. Suspension of the vocational student status

- 6.1. The grounds for suspension of the vocational student status are as follows:
 - 6.1.1 Academic leave;
 - 6.1.2 Health, family or work conditions;
 - 6.1.3 Studying abroad, except for the student exchange programs;
 - 6.1.4 Pregnancy, maternity and child care;
 - 6.1.5 Failure to pay the tuition fee within the established timeframes;
 - 6.1.6 Personal application or an application submitted by a legal representative;
 - 6.1.7 Other cases determined by the applicable legislation and internal legal acts of the institution.
- 6.2. An order of the Rector shall be issued on suspension of the vocational student status and respective data shall be entered in the vocational student registry (evet.emis.ge).
- 6.3. During the period of suspension of the vocational student status, the institution and the student shall be exempted from the obligation to fulfill mutually binding rights and obligations.

- 6.4. In case of restoration of the vocational student status, the tuition fee paid by the student before the suspension of the student status shall be preserved.
- 6.5. If the circumstances have changed, including the tuition fee at the University, after the restoration of the vocational student status, the vocational student shall continue studies on the basis of a new agreement/amended agreement.
- 6.6. After the restoration of the vocational student status, the vocational student shall continue studies from the level on which his/her vocational student status was suspended or shall continue studies according to the individual curriculum (if any).
- 6.7. The order of the Rector shall be issued on restoration of the vocational student status and respective data shall be entered in the Registry of Vocational Educational Institutions (evet.emis.ge).
- 6.8. The maximum period for suspension of the vocational student status is 2 years, after which the vocational student status of the person shall be automatically terminated.
- 6.9. If the vocational educational program, in which the vocational student was enrolled before the restoration of his/her vocational student status, is annulled or modified by the moment of restoration of the vocational student status, the vocational student shall have the right to continue studies at the similar educational program or to move to another institution as provided for by the legislation of Georgia.

Article 7. Termination of the vocational student status

- 7.1. The grounds for termination of the vocational student status are as follows:
 - 7.1.1 Personal application or an application submitted by a legal representative;
 - 7.1.2 Completion of the educational program;
 - 7.1.3 Expiration of the timeframe established by a legal act for suspension of the vocational student status of the vocational student, whose student status has been suspended;
 - 7.1.4 Gross violation of the norms determined by the Code of Ethics and Conduct.
- 7.2. The status of a vocational student is terminated based on the order of the Rector, which is the ground for termination of the agreement concluded with the student. This shall not exempt the parties from the mutual obligations arising and unfulfilled before the termination of the agreement.
- 7.3. The person, whose vocational student status is terminated, may withdraw the documentation from his/her personal files, which shall be provided by the University within the reasonable period.
- 7.4. In case of termination of the vocational student status, the status can be re-acquired according to the procedure established by that time.

Article 8. Mobility of a vocational student

- 8.1 Mobility on the educational program/ programs shall be announced by the order of the Rector, which determines the number of vacant places, the list of documents to be submitted for admission and the timeframe for submission of those documents.
- 8.2 The University reserves the right to set additional requirements for admission of vocational students by mobility, which involve successful passing of the internal examination, the review of documentation and the interview.
- 8.3 A student of any vocational education institution, who has been admitted to the educational institution according to the procedure established by the legislation and who is a student at the educational institution or other institution carrying out the vocational educational program at the moment of registration as a candidate of mobility, shall have the right to enjoy mobility.
- 8.4 The person, whose vocational student status is suspended at the moment of registration as a candidate of mobility, shall also have the right to enjoy mobility.
- 8.5 Mobility can take place within one level of the vocational educational program.
- 8.6 Admission to the vocational educational program by mobility shall be performed on the basis of review of the documents by the special commission established by the order of the Rector, recognition of the education of the vocational student acquired at other vocational educational institution and determination of compliance of the person with the preconditions for the admission to the vocational educational program.
- 8.7 The decision of the commission shall be documented in a form of the commission protocol and shall be submitted to the University Rector for approval.
- 8.8 If the mobility of the vocational student is carried out from the modified/abolished vocational educational program of other institution, the compliance of the learning outcomes of the modules completed by the vocational student with the vocational educational programs of the University shall be established by the special commission.

§ 3. Rules of accumulation of credits, evaluation of the learning outcomes and recognition of the education acquired during the studies on the vocational educational programs**Article 9. Duration of studies of the vocational student**

- 9.1. The timeframes of the study process shall be determined by an order of the Rector of the University before the beginning of a new academic year.
- 9.2. The University shall have the right to determine the timeframes of the study process of a particular educational program, in the information on which must be provided to the vocational students before registration.

Article 10. Distribution of credits

- 10.1. Credits express the volume (load) of work to be performed by a vocational student in order to acquire the knowledge, skills and values determined by a particular module.
- 10.2. The credits are distributed among the modules of the educational program. The load determined by the educational program includes theoretical and practical components, self-study hours and certification of the learning outcomes.
- 10.3. The distribution of credits among the components of the educational program must allow the achievement of the learning outcomes determined by the module.

Article 11. Academic activities/load of a vocational student

- 11.1. One credit reflects the academic activity of the student during 25 astronomic hours.
- 11.2. In order to earn credits, the academic activities of the vocational student must include attendance to the theoretical and practical training, practical learning, industrial practice and self-study hours.
- 11.3. Credits are earned only by acknowledging all learning outcomes determined by the module.

Article 12. Credit awarding to a vocational student

- 12.1. Credits are awarded on the basis of acknowledgement of achievement of the study results.
- 12.2. The achievement of the learning outcomes may be acknowledged:
 - 12.2.1 By acknowledging the evaluation of the study results;
 - 12.2.2 By recognizing the learning outcomes achieved by means of informal education in accordance with the procedure approved by Order No 8/n of 3 February 2011 of the Minister of Education and Science of Georgia on Approval of the Conditions and Rules for Recognition of the Informal Vocational Education.

Article 13. Evaluation of the achievements of the vocational student

- 13.1 Credits can be earned on the modular program only after achieving all learning outcomes determined by the module.
- 13.2 Vocational students are evaluated according to the performance criteria of the module.
- 13.3 Based on the achievable results of the module and the performance specifications and the goals of the evaluation, the evaluation mechanism shall be determined by the Head of the module.
- 13.4 The evaluation must include formative and summative assessment which serve for acquiring knowledge and proper development of skills by a vocational student, and determining the level of his/her advancements.
- 13.5 Any evaluation format must meet the credibility, validity, standard, feasibility and transparency requirements.

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- 13.6 The formative assessment may be carried out by using the principles of points and passes.
- 13.7 The summative assessment includes the use of the system based on only the principles of pass (based on the certification of competences) and allows the following two types of evaluation:
- 13.7.1 The learning outcomes were certified;
 - 13.7.2 The learning outcomes were not certified.
- 13.8 In case of a negative summative assessment on the module, the vocational student shall have the right to require additional evaluation of the achievement of learning outcomes within the reasonable timeframes, in agreement with the module teacher and the administration.
- 13.9 The vocational student may require additional evaluation only once. In case of failure to certify the module twice, the vocational student is obliged to retake the module after payment of the respective fee calculated on the basis of the module credits.
- 13.10 If a vocational student misses 33% of the contact hours for a valid excuse, he/she is obliged to retake the module without payment of the additional fees.
- 13.11 If a vocational student misses 33% of the contact hours for unreasonable excuse, he/she is obliged to retake the module after payment of the respective fee calculated on the basis of the module credits.
- 13.12 The summative assessment tool may not be used without agreement with the Head of the Program.
- 13.13 The evaluation process is considered to be completed only after documenting the evaluation results. The vocational education teacher/ appraiser is obliged to create the evidence (by means of the test, assessment scheme, observation paper, video recording or other means evidencing the activities of a vocational student) and to store the evaluation results in the portfolio of the vocational student.
- 13.14 In order to award the qualification, the student must accumulate the credits determined by the general and vocational modules specified in the Framework Document.
- 13.15 Supervision on the proper implementation of the evaluation process and provision of respective consultations shall be the responsibility of the Quality Assurance Department.
- 13.16 The leading vocational education teacher, carrying out the module, shall be responsible for acquainting the vocational student with the rules of achievement and the module.

Article 14. Rule of recognition of the acquired education

- 14.1 The education acquired at the vocational education institution of Georgia shall be recognized by a special commission established by an order of the Rector, by determining the compliance of the acquired knowledge and skills with the vocational education standard and the vocational education program.

- 14.2 If the name of the taken components of the program slightly differ from the components of the vocational educational program of the University, but contextually is identical or almost identical according to the qualification to be acquired, it can be recognized by the University.
- 14.3 If the learning outcomes of the educational component taken by the person are identical to the learning outcomes of the vocational educational program of the University, they shall be automatically recognized.
- 14.4 The informal vocational education can be recognized by checking the knowledge, skills and values of a person with informal education and by their comparison with the competences envisaged by the professional standards of the respective sector.
- 14.5 The informal vocational education is recognized according to the procedure approved by Order No 8/n of 3 February 2011 of the Minister of Education and Science of Georgia on Approval of the Conditions and Rules for Recognition of the Informal Vocational Education.
- 14.6 For the purpose of involvement in the vocational education program of the persons with special educational needs and the persons with disabilities, such persons shall be eligible for the program without overcoming the preconditions of the module.
- 14.7 The educational acquired by a person abroad shall be recognized according to the procedure established by law.

§ 4. Instructions of awarding qualification to vocational students

Article 15. Precondition for awarding the qualification

- 15.1 By describing the vocational qualifications of the Vocational Qualifications Framework, the University shall determine the learning outcomes of the individual levels of vocational education.
- 15.2 The precondition for awarding the qualification is the modules taken by the vocational student according to the respective educational program, as well as the evaluations and learning outcomes.
- 15.3 The compliance of credits earned by the vocational student with the qualification requirements shall be checked and certified by the qualification commission established by the Rector.

Article 16. Awarding the qualification

- 16.1 The Qualification Commission shall examine the personal files of each vocational student and determine whether the learning outcomes have been achieved.
- 16.2 The decision of the Commission shall be documented in a form of a protocol and shall be submitted to the University Rector for approval.

- 16.3 The Rector of the University shall issue an order on awarding the qualification to the respective vocational student.
- 16.4 The minutes of the meeting of the Qualification Commission shall be an integral part of the order issued by the Rector of the institution.
- 16.5 After the completion of the vocational education, a document certifying the respective vocational education, a vocational diploma, is issued.
- 16.6 The person, who did not or could not fully complete/confirm the results of the modules provided by the vocational education program, upon request, shall be awarded a certificate for the modules the results of achievement of which are fully confirmed.
- 16.7 A person, who passed only individual modules, shall be awarded a certificate on the basis of confirmation of the results to be achieved by the module.

§ 5. Person carrying out the program/vocational education teacher

Article 17. Person carrying out the program/vocational education teacher

- 17.1. In order to properly conduct the educational activities, the institution has sufficient persons carrying out the program/vocational education teachers based on the requirements of the applicable legislation and educational goals of the institution.
- 17.2. The person carrying out the program/ vocational education teacher may be a person, who has higher education or IV or V level qualification in vocational education, or a person with at least 3 years of work experience with the relevant profession.
- 17.3. The person carrying out the program/vocational education teacher with IV level qualification shall not have the right to teach on the educational program of V level.
- 17.4. The University may introduce additional requirements for the person carrying out the program/vocational education teacher according to the respective professional standard.
- 17.5. The person carrying out the program/vocational education teacher has the right:
- 17.5.1. To participate in carrying out the study process at the institution, in accordance with the legal acts of the institution;
 - 17.5.2. To carry out theoretical and practical training;
 - 17.5.3. To determine independently the teaching methods and mechanisms within the scope of the educational program;
 - 17.5.4. To enjoy other rights determined by the applicable legislation, statute and internal regulations of the institution, and other internal legal acts.
- 17.6. The person carrying out the program/vocational education teacher is obliged:
- 17.6.1. To meet the requirements of this statute and legal acts of the institution;

17.6.2. To fulfill the obligations imposed under the agreement.

Article 18 . Appointment of a person carrying out the program/vocational education teacher

- 18.1. The personnel carrying out the program shall be appointed and dismissed by the Rector of the University.
- 18.2. In order to take a vacant place of a person carrying out the program/vocational education teacher, the following documents must be submitted to the University:
- 18.2.1. Application in the name of the Rector of the University;
 - 18.2.2. CV;
 - 18.2.3. Document certifying higher education or IV or V level qualification in the vocational education, or at least 3 years of working experience with the respective profession;
 - 18.2.4. ID card and other documents, if necessary.
- 18.3. A candidate shall be appointed as a person carrying out the program/vocational education teacher on the basis of the competition or without the competition, upon the decision of the Rector of the University, which is documented by an order of the Rector of the University and/or by an agreement.

Article 19. Dismissal of a person carrying out the program/vocational education teacher

- 19.1. The grounds for dismissal of a person carrying out the program/vocational education teacher may be the following:
- 19.1.1. Personal application;
 - 19.1.2. Expiration of the term of the agreement;
 - 19.1.3. Violation of the internal regulations, Code of Ethics and Conduct and other acts of the University;
 - 19.1.4. Violation of the conditions of the agreement;
 - 19.1.5. Other cases determined by the legislation.
- 19.2. The decision on the dismissal of the person carrying out the program/vocational education teacher may be appealed to court according to the procedure established by the legislation.

Article 20. Legal relations with the personnel carrying out the program

- 20.1. The legal relations with the persons carrying out the program/vocational education teachers shall be regulated on the basis of the agreements/service agreements concluded with them.
- 20.2. The work load and working hours of the person carrying out the program/vocational education teacher shall be determined individually, in accordance with the respective educational program and the Labor Code of Georgia.

Collegial Evaluation Form
Georgian Institute of Public Affairs

Name and surname of the professor: _____

Program (level and name): _____

Subject/number of students: _____

Name and surname of an attending person: _____

Semester/course: _____

Date of visit: _____

Please evaluate the efficiency of the study process (points from 1 to 5, where 5 is the maximum and 1 is minimum):

Professionalism of a lecturer:

Criteria	Evaluation	Comment
The professor/lecturer has thematic theoretical knowledge, which is demonstrated in the information provided by him/her		
The professor/lecturer has thematic practical experience, which is demonstrated in the examples, cases, published researches provided by him/her and he/she demonstrates it during the lectures		
The professor effectively combines theoretical and practical knowledge during the lectures and gives appropriate arguments; he/she defines the terms and uses his/her practical experience		
The professor is able to explain the topic in many terms and his/her approach to different concepts is versatile		
The professor respects the student's opinion and can understand the student's position and give competent answers to the questions		

Teaching method and technical aspect of the lecturer:

Criteria	Evaluation	Comment
The lecturer's ability to express himself/herself enables the students to understand the topic and learn the information provided by the lecturer to the highest extent		
The lecturer works with the group in interactive mode, supports engagement, discussion process and provides appropriate guidance		
The lecturer conveys the material with enthusiasm, his/her speech is not monotonous and the tone of voice is audible to all members of the		

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lecture hall.		
The supplementary materials presented by the lecturer (Power Point, video, charts, board, Flip Charts, etc.) are clear and well-prepared		
The lecturer is organized, starts the lecture on time and registers the students in the electronic database		

Additional comments on the following questions - strengths and weaknesses,
Improvements:

Signature: _____

*Brief Questionnaire to be Filled in by a Coordinator (in every semester)¹**Academic year:*

Name and surname of the Coordinator:

Name of the Bachelor's/Master's/vocational education program:

Group number:

Academic year/course:

Date:

1. Description of the group according to the following questions:
 - ➔ Presentation of student initiatives and their activity;
 - ➔ Students advanced/employed in the educational process;
 - ➔ Engagement -
 - i. Participation in the University events;
 - ii. Attendance to the meetings with the invited guests.

2. Goal/goals of the academic/vocational program (for the period of time – semester, module) at the beginning (based on the description/standards/module and the competences of the program):

3. If the goal is not achieved/is not fully achieved, what was the reason for that?
 What were the problems/difficulties (any type) accompanying the implementation of the course?

4. Description of the lecturers/vocational education teachers according to the following questions:
 - ➔ Problems in communication or successful examples
 - ➔ Discipline and preparation/adaptation of the syllabuses/modules
 - ➔ Timely provision of the learning materials and points/confirmation
 - ➔ Working with the electronic database

5. Recommendations/initiatives for the improvement of the study process

Additional comment:

¹ At the end of each module, in case of the modular studies.

Questionnaire to be Filled in by a Student2017-2018 academic year

Demographic block -

Note: It is important for the student to have the possibility to make comments to all blocks

Note: This survey is conducted by the Georgian Institute of Public Affairs (GIPA). The purpose of the survey is to improve the teaching quality.

The questions given in this questionnaire have possible answers. Please, mark the most relevant option from the given possible answers. In case of open questions, please, state your opinion in writing. The respondent's anonymity will be fully ensured in this survey.

Please, mark the most relevant option for you from 1 to 5 (where 5 is the maximum and 1 is the minimum):

Student's Gender: Female / Male

Block #1 - Subject

1. The course/module has improved by **knowledge** in this area:

1 2 3 4 5

Additional comment:

2. In your opinion how important is the teaching of this **subject/module** on this program:

1 2 3 4 5

Additional comment:

3. The subject/module was loaded with **applicable, practical** assignments and exercises, which allows the application of the acquired knowledge in practice:

1 2 3 4 5

Additional comment:

Block #2 – Lecturer/vocational education teacher:

1. **Professionalism** of the lecturer/ vocational education teacher – includes the theoretical knowledge and practical experience of the lecturer:

1 2 3 4 5

Additional comment:

2. Lecturer's/vocational education teacher's **ability to express himself/herself** – includes the ability to conduct a contextual discussion; clarity of the explained topics; teaching methodology:

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1 2 3 4 5

Additional comment:

3. Lecturer's/vocational education teacher's ***work with the group*** – includes individual work with the students; consultations; answering the questions on time (to e-mails, in the database):

1 2 3 4 5

Additional comment:

4. ***Discipline*** of the lecturer/vocational education teacher – includes timely provision of the evaluation/confirmation; missing and being late on lectures:

1 2 3 4 5

Additional comment:

5. ***The presentation of the practicing guest*** (if any), invited by the lecturer/ vocational education teacher, in terms of relevance and adequacy to the subject:

1 2 3 4 5

Additional comment:

Block #3 – Technical issues and reading material:

1. The course/module was ***well administered*** – includes the proper work of the computer and projector; well-equipped lecture hall; management of the supplementary materials, if necessary:

1 2 3 4 5

Additional comment:

2. ***The provided material*** was relevant to the content of the course/module – includes the compliance/compatibility with the topics discussed on the lectures:

1 2 3 4 5

Additional comment:

3. **Examination tests/Result approving tests/assignments** were relevant to the material undergone within the framework of the subject/module – includes the relation of the learning materials to the content of the course:

1 2 3 4 5

Additional comment:

GIPA

4. The principle of equality was observed to the highest extent on the **examination tests/Result approving tests/assignments** – facts of cheating and academic dishonesty; impartiality; use of barcodes (if any):

1 2 3 4 5

Additional comment:

Questionnaire to be Filled in by a Student Preparing for a Diploma Examination
(Except for vocational education)

Academic year:

Note: This survey is conducted by the Georgian Institute of Public Affairs (GIPA). The purpose of the survey is to improve the teaching quality.

The questions given in this questionnaire have possible answers. Please, mark the most relevant option from the given possible answers. In case of open questions, please, state your opinion in writing. The respondent's anonymity will be fully ensured in this survey.

Please, mark the most relevant option for you from 1 to 5 (where 5 is the maximum and 1 is the minimum):

You had intensive consultations and communication with the mentor of your thesis by means of face-to-face meetings and e-mails:

1 2 3 4 5

Additional comment:

The mentor of your thesis corrected your paper and returned it to you on time, with appropriate comments:

1 2 3 4 5

Additional comment:

The mentor of your thesis gave you directions thematically and his/her competence is satisfactory in relation to the selected topic of the thesis:

1 2 3 4 5

Additional comment:

The mentor of your thesis gave you directions within the framework of the research and his/her competence is satisfactory in the research methods:

1 2 3 4 5

Additional comment:

The mentor of your thesis assisted you in identification of relevant experts and in establishing contact with them:

1 2 3 4 5

Additional comment:

The mentor of your thesis assisted you in identification of relevant literature and resources and gave you directions in searching for them:

1 2 3 4 5

Additional comment:

Questionnaire to be Filled in by a Student on Practical Training

Academic year:

Note: This survey is conducted by the Georgian Institute of Public Affairs (GIPA). The purpose of the survey is to improve the teaching quality.

The questions given in this questionnaire have possible answers. Please, mark the most relevant option from the given possible answers. In case of open questions, please, state your opinion in writing. The respondent's anonymity will be fully ensured in this survey.

Please, mark the most relevant option for you from 1 to 5 (where 5 is the maximum and 1 is the minimum):

You had intensive consultations and communication with the mentor of your practice by means of face-to-face meetings and e-mails:

1 2 3 4 5

Additional comment:

The mentor of your practice supervised your activities and gave you appropriate feedback on time:

1 2 3 4 5

Additional comment:

The mentor of your practice gave you proper directions thematically and his/her competence is satisfactory in relation to the practice:

1 2 3 4 5

Additional comment:

The mentor of your practice had effective communication with the University on the workplace:

1 2 3 4 5

Additional comment:

The practical training was well-organized:

1 2 3 4 5

Additional comment:

The educational practical training increased my knowledge and skills:

1 2 3 4 5

Additional comment:

*Focus Group Guidance Questionnaire**2017-2018 academic year**(Students and graduates)**The questionnaire is the same for all coursesⁱⁱ*

1. Please, evaluate the work of the program coordinator with you:
 - a. Is he/she available as required?
 - b. Does he/she help you in dealing with administrative matters?
 - c. Does he/she timely provide you with the information on the changes in the timetable, news, meetings and vacancies?
 - d. Does he/she timely send you lecturers' evaluations?
 - e. Does he/she periodically attend the lectures/examinations?

2. Please, evaluate the level of organization of the study process:
 - a. Is the study process technically well-organized?
 - b. Did you grow professionally under the educational program (please evaluate the progress)?
 - c. Are the curriculum and the flow of the study process compatible with each other during the studies?
 - d. Were the meetings with the invited guests beneficial for you? What are your expectations/future ideas in this regards?
 - e. If the study process saturated with the practical/applied/extracurricular activities and what is the level of your engagement in this area?

3. What are your recommendations for further development/improvement/refinement of the program?
4. In your opinion, how well-equipped is the learning environment (lecture halls, library, computer laboratory, etc.)?
5. In your opinion, what are the strengths of the program? Please, substantiate your answer.
6. In your opinion, what are the weaknesses of the program? Please, substantiate your answer.
7. Questions on the subjects and lecturers individually – list of the subjects and lecturers.

³ This questionnaire is a plan, which goes in details and depths, if necessary

A questionnaire to be filled in by a lecturer/vocational education teacher
Academic year:

Name and surname of the lecturer/vocational education teacher:

Name of the academic course:

Year and month (of commencement and completion of the course):

1. Description of the group according to the following questions:
 - ➔ Distinguished advanced student/students, vocational student/vocational students (with respective arguments);
 - ➔ Distinguished weak student/students, vocational student/vocational students (with respective arguments);
 - ➔ Quality of acquainting with the literature/teaching materials and preparation of assignments;
 - ➔ Level of communication and knowledge of the issue at the beginning of the subject;
 - ➔ Level of communication and knowledge of the issue at the end of the subject;
 - ➔ Engagement – quality of preparation of the supplementary literature/teaching materials; implementation of the extracurricular activities; performance of the individual curriculum (if any), etc.
2. The goal of the academic course/module at the beginning (based on the syllabus/module and its competences):
3. Is the goal of the academic course/module achieved upon its completion? - Please, discuss the group's evaluations/results and their development tendency as much in detail as possible.
4. If the goal is not achieved/is not fully achieved, what was the reason for that? State the problems/difficulties (any type) accompanying the administration of the course/module.
5. State your recommendations to the administration for the purpose of improvement of the study process.
6. Additional Comment:

Academic personnel productivity annual report form
(Except for vocational education)

Name and surname of the lecturer _____

Status _____

Academic year _____

1. Teaching

Academic courses carried out

Name of the academic course	Number of the planned hours	Number of spent hours

Students academic counseling

Name of the academic course	Briefly describe what kind of counseling is offered for students within the courses (within the study discipline and above it – professional development, defining the conference theme, participation in planning creative activities, engagement in social projects)	Number of spent hours

Renewal academic courses (lecture materials, study cases etc.)

Name of the academic course	Briefly describe what kind of renewal the course has passed and what was the reason of this change?	Number of spent hours

New academic courses

Name of the academic course	Timeframes for the preparation of the course	Number of the planned hours	Number of spent hours

Collegial assessment based of the observation of lectures

Name of the academic course	Date of attendance at the courses	Number of observed hours	Filled and submitted form

Supervising Bachelors, master and doctoral thesis***Bachelors***

Name and surname	Title of the thesis	Status supervisor/co-supervisor	Number of spent hours per year

Master

Name and surname	Title of the thesis	Status supervisor/co-supervisor	Number of spent hours per year

Doctoral

Name and surname	Title of the thesis	Status supervisor/co-supervisor	Number of spent hours per year

Bachelors, masters and doctoral thesis review***Bachelors***

Name and surname	Title of the thesis	Number of spent hours per year

Master

Name and surname	Title of the thesis	Number of spent hours per year

Doctoral

Name and surname	Title of the thesis	Number of spent hours per year

Public lecture

Assumed topic	Delivered topic

2. Research

Participation in conferences

Name organizer and status (international/local) of the conference	Topic/title of the speech, co-author/co-authors (if any)	Venue, date and year of holding the conference	Number of hours spent on preparation

Published publications

Name, co-author/ co-authors (if any) of the publication	Type of publication (monograph, guideline, article, collection of works, conference materials etc.)	Place and year of publication, publishing house, in case of an article – the name of the journal, in case of an electronic publication – a web-page	Number of hours spent per year

Research projects (conducted, current) - include fundamental and/or applied researches

Name of the project	Position in the project	Implementation timeframes (commencement - completion)	Financing entity and the budget allocated for the project	Number of the foreign academic/ scientific/ invited personnel involved in the research	Number of hours spent per year

Brief description of above mentioned research projects

Description of the research project	Goal of the project, research methodologies brief review and obtained results brief review (is case of mid-term , brief review of mid-term results)

Consulting projects (implemented, resent) involves consultation made for public and private sector organizations/ trainings and other types of activity, including creative activities

Name of the consulting project	Position in the project	Implementation timeframes (commencement-completion)	Financing entity and the budget allocated for the project	Number of hours spent per year

Cooperation with international partners

Partner/partners	Form of cooperation (learning/teaching/research/ consultations/ trainings, etc.)	Brief description of cooperation	Financing entity and budget

Engagement of the students in the research project – includes fundamental and/or applied researches

Name of the project	Implementation timeframes and the financing entity	Number of the students engaged in the project and their position in the project

Research projects (initiated, submitted or rejected) – includes fundamental and/or applied researches

Name of the project	status of the project (Initiated, submitted/ rejected)	Position in the project	Timeframes of the project	Financing entity and the requested budget	Potential partner	Time spent on creating the project

3. Participation in academic activities

Description of the activity (open doors day, participation in academic and other types of councils and commissions, jury membership, editing and etc.)

Implemented activities	Brief description of your participation	Number of spent hours