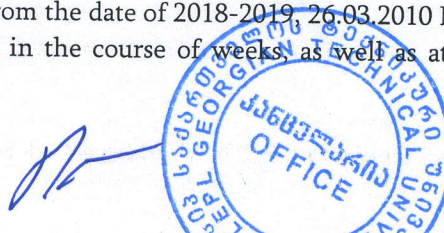


**Teaching process management instruction**  
**In Georgian Technical University**  
*[According to the European Credit Transfer and Accumulation System (ECTS)]*

**1. General regulations.**

- 1.1. Georgian Technical University (hereinafter - GTU) is implementing the three programs of academic higher education:
- I. Bachelor;
  - II. Master;
  - III. Doctoral studies.
- 1.2. In the framework of I Level - Bachelor's Degree Program (Vocational Higher Education) program of its subsection - diploma specialty (The implementation of the program is on the concluding stage from the 2011-2012 academic year).
- 1.3. For the students enrolled in the first semester of the first year of the study, the following calculation (time) of completion of specific educational programs (without the duration of student suspension, ie the actual time of study):
- Diploma Specialist (Professional Higher Education) Program - 2,5 Years (5 semesters);
  - Bachelor Educational Program - 4 years (8 semesters);
  - Master's degree program - 2 years (4 semesters);
  - For doctoral educational program - 3 years (6 semesters).
- 1.3. All students who have been transferred to the GTU as a mobility or recruiting rule, as well as the internal mobility rules, the deadline for completing the educational programs and all financial liabilities arising out of the university are the same for students of the same level of study and for the year / year students who have been enrolled. (27.05.2010 №256)
- 1.4. The educational program is completed by the student (as applicable) if it accrues in the terms specified in paragraphs 1.3 and 5.7:
- Approved to the education (professional higher education) program of the diploma specialist - not less than 150 credits;
  - Bachelor's educational program - no less than 240 credits;
  - Master's educational program - not less than 120 credits (includes protection of qualification work);
  - Doctoral educational program - not less than 180 credits (covering the thesis). (21.05.2013 №926)
- 1.5. After completing the educational program the student is given the following qualification:
- After graduation of a diploma of specialist (professional higher education) program - Diploma Specialist;
  - After Bachelor - Bachelor's Degree (Bachelor);
  - After Master degree - Master's degree (Master);
  - After doctoral studies - Doctor's academic degree (academic doctor).
- After completing the educational program, the diploma is issued by the Appendix.
- 1.6. Teaching process is composed of semesters; The academic year consists of two semesters. 15 Weeks of Study (Auditory Studies) and 4 - Sessions (Final and Additional Examinations) within one semester. (27.05.2010 №256) (Deleted, 26.03.2010 №01-05-04 / 89)
- 1.7. Two intermediate exams (testing) are conducted during the semester (27.05.2010 №256) (from 2018-2019 academic year, 26.03.2018 №01-05-04 / 89)
- 1.8. The exercise will be conducted through such classes as lecture, practical training, seminar, laboratory work, practice, job project / work etc. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 1.9. Each training course (subject), depending on its peculiarities, may involve one or more of the above forms of teaching. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 1.10. Study practices can be conducted in the course of weeks, as well as at other times. (Deleted, 26.03.2010 №01-05-04 / 89)



## 2. Organizing a study process.

- 2.1. The faculty training process is organized by the Dean, Faculty Quality Assurance Service, Academic Departments.
- 2.2. Professor / Teacher (hereinafter referred to as Professor) is obliged to evaluate and achieve student achievements in accordance with the requirements of the syllabus of the accredited / authorized educational program. (26.03.2018 №01-05-04/89)
- 2.3. GTQ Quality Assurance Department, Training Process Monitoring Department, Department of Teaching and Deans are obliged to carry out regular monitoring of teaching and student achievement assessment. (26.03.2018 №01-05-04/89)

## 2<sup>1</sup>. The procedure for selection of student program components by the student at the Georgian Technical University (26.03.2018 №01-05-04/89)

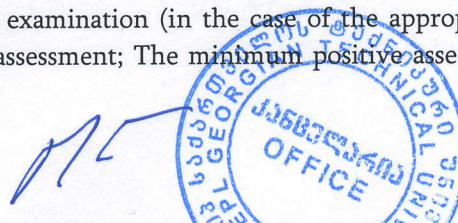
- 2<sup>1</sup>.1. Bachelor's Educational Program in Georgian Technical University shall ensure the student's choice of free educational / non-component components.
- 2<sup>1</sup>.2. Free / non-compulsory component is an elective curriculum / subject in the educational program that does not determine the qualification of the learning outcome. Free component should not be a prerequisite for access.
- 2<sup>1</sup>.3. The University is authorized to set special restrictions on regulated programs.
- 2<sup>1</sup>.4. In the educational program it is possible to select the block of electives. At the time of selecting these subjects, it is recommended that the student take into account his future profile - select the subjects that will facilitate the desired training courses, including free components.
- 2<sup>1</sup>.5. The applicant should make an application on optional components, including the choice of free component, within the established time frame.
- 2<sup>1</sup>.6. Exercise of a particular course / course, as a rule, is permitted for at least 15 applicants. Several groups can be created by considering the number of applicants and existing resources.
- 2<sup>1</sup>.7. The choice of elective modules / concentrations related to the profession and the choice of elective courses available in the educational program as well as the selection process shall be transparent; Besides, the student must provide the necessary information, counseling and assistance in order to determine his own profile.
- 2<sup>1</sup>.8. The Dean of the Faculty shall be a person who will provide qualified assistance to students to determine their profile.
- 2<sup>1</sup>.9. In case of Master and Doctoral programs, the university should also provide the choice of free components within the framework of the educational program.

## 3. Assessment of student achievements.

- 3.1. GTU student can obtain / accumulate credits only after achieving the results of syllabus, which is expressed by one of the positive assessments provided for in paragraph 3.3 of this article. (Deleted, 26.03.2010 №01-05-04 / 89)
- 3.2. The maximum score of the student in each study course is 100 points. (Deleted, 26.03.2010 №01-05-04 / 89)
- 3.3. The following system of assessment of student achievements has been adopted in GTU:
  - A) Five types of positive grades:
    - Excellent - 91-100 points;



- Very good - 81-90 points;
  - Good - 71-80 points;
  - Satisfactory - 61-70 points;
  - Enough - 51-60 points.
- B) two types of negative grades:
- (FX) Fail to pass - 41-50 points, which means that the student needs more work to pass and gives the right to leave once more after the independent work;
  - (F) Fail - 0-40 points, which means that the work carried out by the student is not enough and he has to re-examine the subject. (Deleted, 26.03.2010 №01-05-04 / 89)
- 3.4.3.4. The students' achievements envisaged in paragraph 3.3 shall be evaluated on the basis of 15 weekly assessments (vocational higher, bachelor's, master's degree courses), two intermediate exams (test) and final examination assessments throughout the academic year / semester. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.5. Students' weekly assessment (vocational higher, bachelor's and master's) in each study course should include a summary of learning outcomes assessment according to all the courses of this course. Studentr are not evaluated in the lecture. (21.05.2013 №926) (From the date of 2018-2019 academic year, 26.03.2018 №01-05-04 / 89)
- 3.6. Assessment on the learning processes, depending on the specificity of the course, may contain the following components:
- Participation in review and solving new tasks;
  - Presentation of seminar topic;
  - Participation in the discussion and discussion of the problem;
  - conduct laboratory work and others. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.7. Intermediate, final and additional exams are conducted in written form through the University Testing Center. Before the student's achievements are fully tested on the evaluation system, these tests may include one or more of the following form:
- Undergraduate courses in selective, adequate technical support - solving electronic tests;
  - In all other cases:
  - Tests solution;
  - Quiz;
  - Perform a job course / project fragmentation and so forth. (01.06.2010 №677) (From the date of 2018-2019 academic year, 26.03.2018 №01-05-04 / 89)
- 3.8. The maximum number of final exam scores can not exceed 40. The remaining scores are distributed on weekly assessments and mid-tests by 3.9 and 3.10. (01.06.2010 №677) (Deleted, 26.03.2018, №01-05-04 / 89)
- 3.9. The author (s) of each course must describe the assessment system in detail. (01.06.2010 №677) (From the date of 2018-2019 academic year, 26.03.2018 №01-05-04 / 89)
- 3.10. The maximum number of intermediate assessments (weekly assessments, intermediate tests), and the periods of intermediate tests will be determined by the Rector's Order in the training semester. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.11. The student will have the chance to pass the final examination with a maximum of 51 and higher scores, taking into consideration the maximum score of the final exams and the final examination, and at the same time a minimum of the work performed in the syllabus (laboratory / practical / course, etc.). (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.12. The student has the right to study in each course during one semester:
- On each of the intermediate testing, usually only once, at the appointed time;
  - Only in the fixed time of the exams during the session weeks. (27.05.2010 №256) (From the date of 2018-2019 academic year, 26.03.2010 №01-05-04 / 89)
- 3.13 The student is obliged to pass the final examination (in the case of the appropriate right - on the additional exam) for the final positive assessment; The minimum positive assessment of the final /

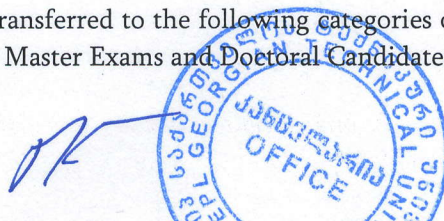


additional exam for the students of vocational higher education and undergraduate is a quarter of the maximum evaluation, and for the Master and Doctorate students - half of the maximum assessment; (18.09.2015 №1698) (from the date of 2018-2019 academic year, 26.03.2010 №01-05-04 / 89)

- 3.14. If the student of the final examination has obtained a score of 41-50 points (Appraisal FX) in the assessment of the interim assessment and final examination, he / she shall be entitled to once again in the course of the same semester in the course of exams and in case of failing the final examination of the final and / or additional exams, department and with the consent of the Rector may be allowed to pass the exams before the commencement of the next semester; (24.02.2012 № 607) (From the beginning of the 2012-2013 academic year) (Deleted from 2018-2019 academic year, 26.03.2018 №01-05-04 / 89)
- 3.15. The interval between the conclusion and the additional tests shall be at least 10 days. (Deleted, 26.03.2010 №01-05-04 / 89)
- 3.16. If the student has earned a score of 40<sup>o</sup> and less points in the final examination and the final examination, the score is less than 51 points (Rate FX or F), which has been re-examined. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.17. The Deanant is obliged to prepare a weekly, tests and audit tables for the examination weeks, together with the training table for 3 weeks before the start of the semester. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.18. The Deanant is obliged to make a final and additional examination table with three weeks before the start of the examination session with the leading professors of the courses, indicating the days, hours and auditors. (Removed from the date of 2018-2019, 26.03.2010 №01-05-04 / 89)
- 3.19. Deleted (01.06.2012 №677)

**Article 3<sup>1</sup>. Training Week / Semester / Year (24.02.2016 №1941) (effective from September 1, 2016).**

- 3<sup>1</sup>.1. Study Week is the time period for which a student with medium academic achievement is distributed and includes a combination of contact and involvement of independent activities. (26.03.2010 №01-05-04 / 89)
- 3<sup>1</sup>.2. The semester is a time period comprising a study week, an additional exam / examination and an examination of the student's assessment of additional exam / exams. 15 Weeks of Study (Auditorial Studies) and 3 - Stage (Final and Additional Examinations) within one semester. Study practices can be conducted in the course of weeks, as well as at other times. The timing of the concrete semester is determined by the Rector's Order on the Schedule of the Training Semester. (26.03.2010 №01-05-04 / 89)
- 3<sup>1</sup>.3. The academic year is the combination of semester and the period of rest, which does not exceed 12 continuous calendar months. The duration of the concrete semester is determined by the Rector's Order on the semester's study schedule.
- 3<sup>1</sup>.4. One academic year includes 60 (ECTS) credits. (26.03.2010 №01-05-04 / 89)
- 3<sup>1</sup>.5. Considering the peculiarities of the higher education program and / or student's individual curriculum, the student's annual workload may exceed 60 credits or less than 60 credits. It is unacceptable that the student's annual workload exceed 75 (ECTS) credits. One credit in the GTU (ECTS) is equivalent to the Student's Study Activity (student load) within 25 hours and includes both contact and independent hours. (27.12.2017 №2691) (effective from 2018-2019 academic year).
- 3<sup>1</sup>.6. In accordance with the student's interests and the level of academic preparation, it may be possible to have an individual program. The student has the right to participate in drawing up the program. (26.03.2018 №01-05-04/89)
- 3<sup>1</sup>.7. Individual educational programs can be transferred to the following categories of students enrolled in the Unified National Exams / Common Master Exams and Doctoral Candidates:



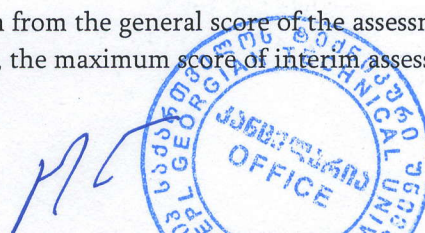
- A) having special educational needs;
  - B) mother of a health problem or a pregnant or infant child;
  - C) participating in the Olympic Games, World, European Championship and other international competitions in Georgia;
  - D) member of GTU team;
  - g) A student of creative and artistic circle (theater, chapel, choreographic ensemble, quartet etc.) in GTU by the Department of Recommended Social Affairs, Sports and Culture;
  - F) employed in a facility located in Tbilisi, as a rule, in the profile / specialty and other structure (in the municipalities, ministries and legal entities of public law) (except for the students financed by the state 100%), with the GTU recommendation;
  - G) Representative of GTU Representative Council (Senate) and Faculty Board member;
  - H) student whose educational program has been changed. (26.03.2018 №01-05-04/89)
- 3<sup>1</sup>.8. On the basis of the motivated motions of the Faculty, as an exception, the Academic Council resolution can be personally transferred to another student program for individual educational programs. (26.03.2018 №01-05-04/89)
- 3<sup>1</sup>.9. Student application and relevant documentation (health certificate - Form # 100, certificate, motion of the authorized person of the relevant federation / club / studio and so on; Employee - Certificate of Service and salary extraction from bank to individual educational program should be submitted within no later than two months after the beginning of the semester. The application will be given to the Faculty Dean, which provides for its discussion at the Faculty Board; In case of positive decision, the meeting of the Faculty Council will be transferred to the Department of Monitoring and Teaching in the Academic Council. (26.03.2018 №01-05-04/89)
- 3<sup>1</sup>.10. The term of completion of the student's studies on individual educational programs may vary from a period specified in paragraph 1.3 not more than 1 semester. (26.03.2018 №01-05-04/89)
- 3<sup>1</sup>.11. Individual education program should include accumulation of credits and achievement of learning outcomes defined by the existing educational program; (26.03.2018 №01-05-04/89)
- 3<sup>1</sup>.12. Dean of the Faculty should ensure that the student who has been transferred to the individual educational program is involved in the learning process. (26.03.2018 №01-05-04/89)

### **Article 3<sup>2</sup>. Incomplete loading regime of teaching and learning**

- 3<sup>2</sup>.1. The GTU is authorized to carry out the teaching-learning process incomplete load within the framework of the Master's and Doctorate programs. (24.02.2016 №1941) (to be effective from 1 September 2016).
- 3<sup>2</sup>.2. Learning and teaching Incomplete Load Mode means the student's training load of the total independent and contact hours of the week no more than 25 hours per week. (07.10.2016 №2152) (to be enacted from 2016-2017 academic year)
- 3<sup>2</sup>.3. One academic year will cover an average 30 (ECTS) credits when defining the incomplete load of teaching and learning. (24.02.2016 №1941) (effective from September 1, 2016).

### **Article 3<sup>3</sup>. Student's Assessment (24.02.2016 №1941) (effective from 1 September 2016).**

- 3<sup>3</sup>.1. Assessment of the level of student learning results in each component of the program should include mid-term and final assessment.
- 3<sup>3</sup>.2. Each form and component of the evaluation (100 points) from the general score of the assessment has a definite share (may be shown in percentages) in the final assessment. This specific share is determined by the Rector's Order on the Schedule of the Training Semester.
- 3<sup>3</sup>.2. Each form and component of the evaluation from the general score of the assessment (100 points) is defined in the final assessment. In particular, the maximum score of interim assessment is 60 and the



maximum score of the final examination - no less than 40. (26.03.2018 №01-05-04 / 89) (From the date of 2018-2019 academic year).

3<sup>3.3</sup>. It is not permitted to grant credit using only one form of evaluation (intermediate or final assessment). The student is credited to a positive assessment as set out in paragraph 9 of this article.

3<sup>3.4</sup>. Each form of evaluation includes an evaluator component / component comprising an evaluation method(s), and the method of evaluation is measured by evaluation criteria.

3<sup>3.5</sup>. The assessment component, method and criterion must be adequate for assessing the learning outcomes defined and achieved by the educational program component.

3<sup>3.5</sup><sup>1</sup>. The recommended components for interim assessment are:

- Semester Examination
- Evaluate current activity:
  - Testing with open or closed questions;
  - Performing practical / theoretical homework;
  - thematic project;
  - Course job / course project;
  - Written and / or oral inquiry;
  - Laboratory activity;
  - Workshop activity;
  - Participation in the discussion;
  - Participation in imitation process;
  - Case solution
  - Case;
  - clauses and others.

One semester test will be conducted during the semester. Based on the specifications of the current level of training and the specific course of training, recommended no less than 2 (any). The number of mediated exams and current assessment methods, form, content, maximum score, criteria and scales are determined by the syllabus author and described in the syllabus, depending on the specifics of the subject. (26.03.2010 №01-05-04 / 89) (to enter into force from 2018-2019 academic year).

3<sup>3.6</sup>. The minimum level of competence should be defined in each form of assessment. The share of the minimum competency limit for the final assessment shall not exceed 60% of the final assessment. The higher education institution is authorized to define the margin of competence in the assessment component, indicating the rector's order on the schedule of the training semester. (07.10.2016 №2152) (to be enacted from 2016-2017 academic year)

3<sup>3.6</sup>. The minimum level of competence is defined in each form of assessment. The minimum positive score for the final evaluation is usually 25% of the maximum assessment in the undergraduate and 50% of the maximum evaluation in the Master's and Doctorate Studies.

The maximum score of mid-semester exam is 30. Minimum positive assessment in the Bachelor's degree is 7.5 points, and 15 points in Master's and Doctorate.

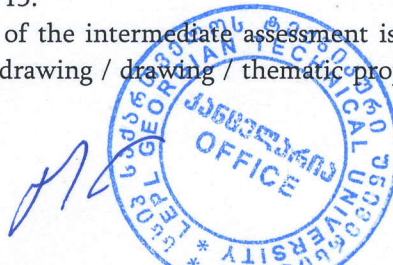
The maximum score of current activity is 30, minimum net positive assessment - 15 points.

In the course of the semester (subject), in the course of 1 thematic project, the maximum score is 15; In the case of the thematic project, the first thematic project evaluation score is 5, and the second thematic project evaluation maximum score - 10.

In the course of the course there will be 1 subject of the thematic project after the completion of the auditory studies, within a week before the sessions; In the absence of the thematic project, the first thematic project will be delivered within a week allocated for mid-semester testing and one week prior to the second session.

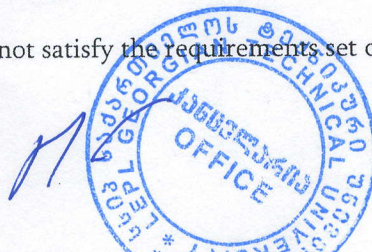
The maximum score of the course job / project is 15.

The syllabus should state in which component of the intermediate assessment is required to submit a documentary paper (laboratory / practical / drawing / drawing / thematic project / projects / course job / project / practice report etc.).



The student has the right to pass the final examination, which has received at least minimal positive assessment in the intermediate appraisal components, at the same time and delivered the minimum amount of works defined by the program in the form of documentary material. The deadline for submitting the documentary material will be indicated in the rector's order on the semester schedule. (26.03.2010 №01-05-04 / 89) (to enter into force from 2018-2019 academic year).

- 3<sup>3</sup>.7. Assessment of the learning outcomes of the educational program components should be completed in the same semester in which it was implemented.
- 3<sup>3</sup>.8. The dissertation, master's project / work, creative / performing work or other scientific project / work should be assessed in the same or subsequent semester where the student will complete the work. The dissertation, master's project / work, creative / performing work or other scientific project / work must be assessed as a single (concluding assessment). The methodology / methods and criteria for evaluating the results should be used in evaluation.
- 3<sup>3</sup>.9. The assessment system allows:
- A) Five types of positive assessment:
    - Aa) (A) Excellent - 91-100 points of rating;
    - Ab) (B) Very good - 81-90 points of maximum evaluation;
    - Ac) (C) Good - 71-80 points of maximum evaluation;
    - Ad) (D) satisfactory - 61-70 points of maximum evaluation;
    - A) (E) enough - 51-60 points for maximum evaluation.
  - B) two types of negative assessment:
    - Ba) (FX) can not pass - 41-50 points of maximum evaluation, which means that the student needs more work to pass and is given the right to pass an additional exam with independent work;
    - Bb) (F) Failed - 40 points and less for maximum evaluation, which means that the work carried out by the student is not enough and he has to learn the subject from the beginning.
- 3<sup>3</sup>.10. In case of adoption of FX in the educational program component, the GTU is obliged to appoint an additional exam not less than 5 days after the conclusion of the final exam results. This obligation does not apply to the dissertation, master's project / work, creative / performing work or other scientific project / work. (26.03.2018 №01-05-04/89)
- 3<sup>3</sup>.11. The number of points received in the final assessment is not added to the assessment received by the student.
- 3<sup>3</sup>.12. The additional assessment is the final assessment and will be reflected in the final assessment of the educational program component.
- 3<sup>3</sup>.13. In case of obtaining 0-50 points in the final assessment of the educational component, or if the student fails to overcome the minimum competency level for the final / additional exam, the student will be awarded the F-0 score.
- 3<sup>3</sup>.14. The total number of student component / component credits in Doctoral Educational Program should not exceed 60 credits.
- 3<sup>3</sup>.15. The study component / component of doctoral education program should be assessed by the system set out in paragraph 9 of this article.
- 3<sup>3</sup>.16. The assessment of master's project / work, creative / performing work or other scientific project / work can be evaluated by the system set out in paragraph 9 or 17 of this article.
- 3<sup>3</sup>.17. Scientific-Research Component / Component Assessment System for Doctoral Education Program:
- A) great (summa cum laude) - excellent work;
  - B) Very good (magna cum laude) - the outcome that exceeds the requirements above;
  - C) good (cum laude) - the outcome that exceeds the requirements set;
  - D) medium (bene) - medium-level work that satisfies the basic requirements set;
  - (E) Satisfactory (rite) - the outcome that still satisfies the requirements, despite the shortcomings;
  - F) unsatisfactory (unspecified) work of unsatisfactory level which does not meet the requirements set out due to significant shortcomings in it;
  - (G) Sub-omni canone - the outcome that does not satisfy the requirements set out.



- 3<sup>3</sup>.18. In the case of assessment provided for in paragraph 17 of this Article, the doctorate shall be entitled to submit a deductive dissertation report within one year and in case of assessment provided for in paragraph 17 (g), the doctor shall lose the right to present the same dissertation work.
- 3<sup>3</sup>.19. In case of assessment provided for subparagraph "b" of paragraph 9 b of paragraph 9 of this article or assessment provided for in subparagraph "f" of paragraph 17 of this article, the graduate will be entitled to submit the re- sided scientific-research component to the next semester Within the meaning of paragraph 9 of this Article, "Subparagraph" b "of sub-paragraph or subparagraph" g "of paragraph 17 of this article, as well as repeat subparagraph" b "of paragraph 9 of this article or paragraph 17 of this article In case of assessment provided for subparagraph "f", the graduate student loses the right to present the same scientific-research component.
- 3<sup>3</sup>.20. Intermediate, final and additional exams are conducted through the University Testing Center. (26.03.2018 №01-05-04/89)
- 3<sup>3</sup>.21. The student has the right to study in each course during one semester:
- Go to the mid-examination exam, as a rule, only once, at the appointed time;
  - Only in the fixed time of the exams during the session weeks. (26.03.2018 №01-05-04/89)
- 3<sup>3</sup>.22. The Deanant is obliged to prepare a mid-test test schedule for days, hours and audiences before the beginning of the semester. (26.03.2018 №01-05-04/89)
- 3<sup>3</sup>.23. The Deanant is obliged to make a final and additional examination table with three weeks before the start of the examination session with the leading professors of the courses, indicating the days, hours and auditors. (26.03.2018 №01-05-04/89)

#### 4. Student's financial and educational contracts

- 4.1. The student is obliged to undergo administrative (registration of a financial contract and / or paying the tuition fees) and academic registration (registration of the academic contract); Financial Agreement shall be entered in the first year of the study - when enrolling in mobility or restoration procedure, changing the specialty within the university, continuing the student's status or re-training the course - usually less than two weeks before the start of the academic year / semester. (24.02.2012 N607) (from the beginning of 2012-2013 academic year)
- 4.2. The financial agreement is drawn up between the student and the GTU Rector, the Study Agreement between the student and the Dean and contains a list of training courses (enrollment) during the academic year (enrollment before the second semester in the course of the mobility or restoration - this semester). The Learning Agreement is the basis of a financial agreement. (24.02.2012 № 607) (from the beginning of 2012-2013 academic year)
- 4.3. The completed financial and training agreements are signed by the student directly; The financial contract is signed by the parent of the underage. (30.07.2010 №301)
- 4.4. The agreements are signed in two copies - one remains with the student and the other is kept in the student's personal affairs in the Dean's office. A copy of the financial agreement certified by the Dean will be transferred to the University Accounting-Reporting Department. The student should pay the tuition fees within the term specified in the financial agreement. (24.02.2012 № 607) (from the beginning of 2012-2013 academic year)
- 4.5. Student loading for one academic year includes an average of 60 credits; Considering the peculiarities of the higher education program and / or student's individual curriculum, the student's annual workload may exceed 60 credits or less than 60 credits. It is unacceptable that the student's annual load exceed 75 credits. (17.04.2014 № 1127)
- 4.6. The course can be re-examined in the semester provided by the appropriate curriculum; An exception may be permitted by agreement with the Department of Teaching. (25.05.2016 № 2021)
- 4.7. The training agreement should include:
- Student's surname, name, father's name;
  - Personal number;





- academic year
  - Year of study;
  - Name of the educational program (not mentioned in the first year of studying the diploma specialist and bachelor's degree programs).
  - Name of training courses and number of credits.
- 4.8. In the training agreement, the mandatory training courses provided by the educational program will be indicated, the following courses of student selected by the student and finally the additional (repeated) training courses.
- 4.9. If the student has additional training courses, he / she will have to consult with the Dean before signing the Study Agreement; The purpose of the consultation is to select additional courses in accordance with the curriculum, as well as optimal periods.
- 4.10. The student has the right to enter additional training and relevant financial contracts for at least two weeks before the start of the semester. The additional training agreement will include training courses that need to be resumed. (24.02.2012 № 607) (from the beginning of 2012-2013 academic year);
- 4.11. The student should pass all training courses specified in the contract (including the addition) after the training is concluded.
- 4.12. Change of the academic contract is not allowed during the semester.
- 4.13. In case of failure to fulfill the obligations provided by the financial agreement, the student's name and name will be remembered as a sign of notice in the electronic statements, and in case of non-payment of financial debts within 6 weeks (graduating semester student - 2 weeks) from the liability arrangement, it will be terminated by the student status. (25.05.2016 № 2021) (effective from the beginning of 2016-2017 academic year)
- 4.14. Deleted. (13.11.2015 №1811)

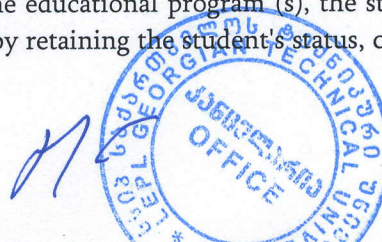
#### 5. Accumulating credits by student

- 5.1. Student's credit / accumulation can only be achieved by the syllabus after learning results.
- 5.2. Students' achievement assessment is determined by 3.3.
- 5.3. F - In case of negative assessment, the student is obliged to undergo a study course over the next academic year / years.
- 5.4. For the re-examination of the course, the student is not less than one month after the beginning of the semester:
- Appropriate application should be addressed to the University's leadership;
  - Provide additional training and financial contracts;
  - To pay the fee of study course. (21.05.2013 №926)
- 5.5. The cost of training course is calculated using the formula:

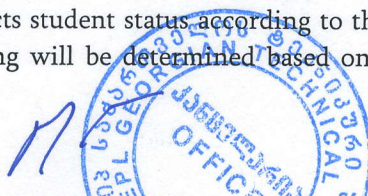
$$Q = \frac{S}{60} \times n,$$

Where S is the study fee of one academic year's education program, where student studies, the number of credits is the n. (27.05.2010 №256)

- 5.6. A student with academic indebtedness has the right to undertake the same course after completing the conditions of paragraph 5.4 before the end of the calculation of the educational program (s);
- The student shall have the right to re-education only once in the course of the completion of the educational program after the Dean's order, following the consent of the Department of Teaching and the provisions of Section 5.4 to improve the final positive outcome of any course (subject). (27.05.2010 №256)
- 5.7. Upon completion of the calculation of the educational program (s), the student with academic debt is entitled to complete the program by retaining the student's status, continuing to study in



- the course of the additional semesters: No less than 4 semesters at the other bachelor's level (diploma specialist, master's doctor Orientation programs) - not more than 2 semesters.
- If the Master or Doctorate completes the completed Master's / Dissertation work at the end of the deadline, but before the expiry of the term specified in paragraph 1.3 (or 5.7), it may extend the status of the student for the duration of the procedure for the study, including the requirements of the provisions of 33.18 and 33.19 of this instruction, without extra payments.
- If the student's academic indebtedness exceeds 120 credits in the bachelor's degree, and 60 other credits, the student has the right to change only once in the faculty / university. In addition to renewing the status of student or extension of the student's term for further studies in the semester / semesters, for the preservation of the Master / Dissertation thesis, he shall apply to the Rector for at least two weeks before the commencement of the next semester. The relevant order is issued on the basis of financial and training agreements with the student. The maximum number of credits corresponding to training courses in semester / semesters is determined in accordance with paragraph 4.5. Student teaching extra semester / semester to go training courses relevant to the value specified by 5.5 point, according to recent tuition fees according to the specialty of a change in the tuition fees and, therefore, necessary to go training cost will be the same as set forth in the faculty teaching on the same level and for students. (11.01.2017 №2282)
- 5.8. The student, who can not complete the program in the semester, will be deprived of the student status within a month of submission of the Dean and will receive the relevant certificate instead of diploma. The status of a student for twelve months from the issuance of the order on termination of the status of the student shall be considered suspended and the student is entitled to the right to transfer to another higher education institution. (18.09.2015 №1698)
- 5.9. The number of credits accrued by the student is described in the Student's Study Card (Appendix 2), which is kept in its personal case.
- 5.10. The information about credits accrued in each student's study card and received assessments will be recorded according to the student evaluation presented by the leading professor of the course.
- 5.11. If the student has finished (fully graduated) the educational program and has not stopped the student's status, he / she shall be granted the qualification and diploma with the diploma attachment until the end of the calendar year. Qualification Commission for the Bachelor's and Diploma Specialist's Program - Qualification Commission, created by the Faculty Order, Examination Commission for the qualification work of the Rector's Order; Doctorate - Dissertation Board created by the decision of the Dissertation Board. In accordance with the level of instruction and learning outcomes, the student will be awarded diploma, diploma specialists, bachelor's, bachelor's degree, master's, master's degrees or doctoral diploma. (16.12.2011 № 576)
- 5.12. To qualify and get a diploma, the student must have accumulated a number of credits specified in paragraph 1.4.
- 5.13. The average weighted estimates received in all subjects to get the diploma of excellence (in master's degrees - as well as assessing the qualification work) should be 91 and more points.
- 5.14. Educational Program reporting (planned) After the expiration of the debt with a student 5.7 point within the period specified in the statement does not apply to the Rector of the extra semester / semesters of enrollment or other specialty of the transition to the expiration of one month from the dean of the suspended student's status. The mentioned person shall apply to the Rector for the completion of the educational program or to replace the specialty with the purpose of restoration of the status within the mobility term, not less than two weeks before the beginning of the semester. (24.02.2012 № 607) (from the beginning of 2012-2013 academic year)
- 5.14<sup>1</sup>. The person who will continue to retain student status according to the procedure defined by paragraph 5.7 of this instruction or restricts student status according to the paragraph 5.14. The number of additional semesters of training will be determined based on the prerequisites and

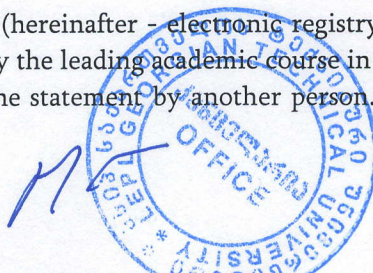


amount of credits to study the training courses. The Order also includes ordinary numbers of teaching semesters (for example, a bachelor's student may be allowed to continue his studies in the ninth, ninth, ninth, nineteen or ninth and twelfth-12th semester). (24.02.2012 № 607) (from the beginning of 2012-2013 academic year).

- 5.14<sup>1</sup>. A person who has completed the status of a student pursuant to paragraph 5.7 of this instruction or has restored student status under the rule defined by paragraph 5.14 is obliged to cover academic indebtedness in the next additional semester / semesters. The Dean of the Faculty is obliged to compile the optimal schedule for passing the remaining subjects in accordance with the prerequisites for studying courses and taking into consideration the maximum number of credits specified in the regulatory acts (study no - more than 75 credits); Accordingly, the student will have the minimum number of additional semesters and the list of items to be included in the semester (number of credits). The Deanant is also a project of relevant training and financial contracts. The relevant order also includes the regular numbers of teaching semesters (for example, a bachelor's student may be allowed to continue studying in the ninth, ninth-tenth, ninth-eleventh, or ninth-twelfth semester). In addition, the course can be passed in the semester, usually only once. (21.01.2017 №2294) (from the beginning of the 2017-2018 academic year)
- 5.14<sup>2</sup>. The student may change the program, continue the status, resume the course, restore the status of the student, and give the diploma or diploma attachment to the graduate only after covering the financial debt. (26.03.2018 №01-05-04/89)
- 5.15. The issue of continuation, suspension and termination of the status of a doctorate in the late submission of the dissertation or submission of a negative assessment on the dissertation and dissertation, as well as the restoration of the status is considered in the Dissertation Board's recommendation for the academic degree of the Doctor. (01.06.20112 №677)
- 5.16. Deleted. (01.06.20112 №677)
- 5.17. Deleted (01.06.20112 №677)
- 5.18. Deleted (01.06.20112 №677)
- 5.19. Deleted (01.06.20112 №677)
- 5.20. Deleted (01.06.20112 №677)

## 6. Student Assessment Register.

- 6.1. The student's assessment registry (hereinafter Registry) is a set of courses for each of the academic group students (weekly assessments, intermediate exams (testes), final and additional exams) (Appendix 3). The different form of training and the course / component can have a different form from Annex 3. The latter is determined by the Rector's Order on the training semester. (Cancellation from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89)
- 6.1<sup>1</sup>. The student's assessment statement (hereinafter referred to as "List") is a set of achievements (intermediate assessments, final and additional exams) of students of one academic group in each academic course (subject) / scientific component (Annex 31). Different forms of teaching and training / scientific component may have a different form from Annex 3<sup>1</sup>. The latter is determined by the Rector's Order on the training semester. (To be enacted from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89)
- 6.2. The electronic version of the notification (hereinafter - electronic registry), which is published on the university website , must be filled by the leading academic course in the course defined by 6.5 points; It is not permitted to fill out the statement by another person. Weekly assessments,



intermediate exams (tests), final and additional examination windows will be opened in the electronic message and will be closed in the timeframes specified by the Rector Order on the conduct of the training semester. For students present on individual educational programs, the first, second and third intermediate exams (test), as well as the final / additional examination trays will be opened in the electronic message in the timeframe defined by the same order. (Cancellation from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89)

- 6.2<sup>1</sup>. The electronic version of the notification (hereinafter - electronic registry), which is published on the university website, should be completed by 6.51 points within the timeframe defined by the course leading professor; It is not permitted to fill out the statement by another person. Intermediate assessments, final and additional examination windows will be opened in the electronic message and will be closed in the timeframes defined by the Rector Order. For students with individual educational programs, the tests of relevant exams will be opened in the electronic message in the timeframes defined by the same order. (To be enacted from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89).
- 6.3. The leading professor of the course should be based on the information of the seminar, practice, course work / project or other teachers' classes.
- 6.4. The leading professor of the course takes full responsibility for the information provided in the message.
- 6.5. Leader professor of each level of study of the study course, is obliged to record outcomes of weekly assessment, intermediate exam (tests) in the e-registry published on the web-side, before 17:00 of Tuesday of next week and outcomes of final or/and additional exams during next working days, before 17:00;

The Scientific Doctor of the Doctorate is also obliged to provide results of thematic seminars in the respective electronic message for the next 2 working days from the seminar until 17:00; At the end of the semester, no later than one week after the date of the rector's order and adjustment of the assessment (if the adjustment has resulted in the final assessment) - no later than one week after the correction is made, the leading professor will confirm the data on the electronic record (2 copies) in the academic department. The specialist of the department will register the registration, the copy of the certificate issued by the head of the department in the relevant folder, and the second copy will be delivered by the Dean of the existing rule, where the final registration and data are transferred to the relevant journals (passports), as well as in the Dean's automated management system Reflection. (Cancellation from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89).

- 6.5<sup>1</sup>. In all the learning steps of a training course leading professor is obliged to record student's interim results on next Tuesday until 17 pm, and the final and / or additional test results of examination is the deadline for the next two days, until 17 hours to the University website, in the Student Assessment electronic registry ; The Scientific Doctor of the Doctorate is also obliged to provide results of thematic seminars in the respective electronic message for the next 2 working days from the seminar until 17:00; At the end of the semester, no later than one week after the date of the rector's order and adjustment of the assessment (if the adjustment has resulted in the final assessment) - no later than one week after the correction is made, the leading professor will confirm the data on the electronic record (2 copies) in the academic department. The specialist of the department will make the registration, the copy of the certificate issued by the head of the department is filed in the relevant folder, and the second copy will be delivered by the Dean according to the existing rule, where the final registration and data are transferred to the relevant journals (passports), as well as in the Dean's automated management system. (To be enacted from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89)

6.6. In general it should be reflected in the message:

6.6.1. University and faculty name;

6.6.2. Academic group number;



- 6.6.3. Year of study and semester
- 6.6.4. Academic year
- 6.6.5. Teaching level;
- 6.6.6. Name of the training course / component;
- 6.6.7. Name and surname of leading professor;
- 6.6.8. Number of credits corresponding to the course / component;
- 6.6.9. Form (s) (weekly) and weekly academic loading (number of hours);
- 6.6.10. Student's name and name;
- 6.6.11. Week number starting from semester;
- 6.6.12. Maximum number of weekly assessments, intermediate examinations (tests) and final / additional exam scores; (Cancellation from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89)
- 6.6.12<sup>1</sup>. The maximum number of intermediate assessments and final / additional exam scores; (To be enacted from the date of 2018-2019 academic year 26.03.2018 №01-05-04 / 89)
- 6.6.13. Number of scores actually accrued / accumulated by students;
- 6.6.13. Signature of leading professor;
- 6.6.14. Academic Department and Deck Registration marks and Responsible Certificates. (21.05.2013 №926)
- 6.7. Presentation of the professor's substantiated report cards as a rule should be completed in the current semester over the next two weeks after evaluation. (21.05.2013 №926) (from the beginning of 2013-2014 academic year)

## 7. Rule of Numbering of Auditorium Fund (17.04.2014 № 1127)

- 7.1. The auditorium fund (auditors, labs, cabinets, etc.) are numbered in a similar manner in all teaching buildings.
- 7.2. The audience number is consistent with the following data:
- Building number (double digit number);
  - Fligel number (asomatic letter of the Latin alphabet), while in the absence of a flige - dash;
  - floor number (single digit number);
  - Room number (double digit number);
  - point (in case of additional number / index);
  - Additional number / index (single digit number).
- 7.3. An additional number / index can be used when two or more audiences have a common entrance, or access to any of the auditoriums through another audience; An additional number / index can also be used, in the case of the size and subject characteristics of the audience, it is possible to have more than one group / teacher at the same time.

Basis: "Law of Georgia on Higher Education";

Order No. 3 of 5 January 2007 of the Minister of Education and Science of Georgia on Approval of the Rules of Calculation of Higher Education Program Credits;

"Decree # 10 of the Minister of Education and Science of Georgia on February 4, 2010" On approving the rule of transition from higher education institution to another higher education institution".

*Department of Teaching of Georgian Technical University*

*Approved by the Academic Board on January 22, 2010, resolution # 198, amendments are made by the resolutions: 27.05.2010 №256, 30.07.2010 №301, 16.12.2011 №576, 24.02.2012 №607, 01.06.2012 №677, 21.05.2013 №926, 17.04.2014 № 1127, 18.09.2015 №1698, 24.02.2016 №1941, 25.05.2016 №2021, 07.10.2016 №2152, 11.01.2017 №2282, 21.01.2017 №2294, 27.12.2017 №2691, 26.03.2018 №01-05-04/89.*



Georgian Technical University

..... FACULTY

**Learning Agreement**

- ❖ Filled in by student;
- ❖ Print or write in clearly;
- ❖ Learning Agreement is drawn up in two copies. One copy remains with the student, the other copy - with the Dean and is kept in the student's personal file.

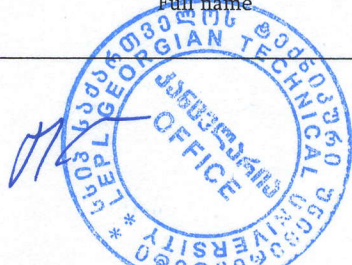
Student's personal number

Student

Name	Surname	Father's name
Academic group №	Academic year	-
Academic year: <input type="checkbox"/> First <input type="checkbox"/> Secodn <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Additional		
Educational Program: <input type="checkbox"/> Professional higher <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral studies		
Program name		

Selected courses		
Training course code	Name of the course	Number of credits
	Mandatory courses	
	Optional courses	
	Total credits	
	Additional courses	
	Total credits	
	Total sum of credits	

Student			Faculty Dean		
Full name	Signature	Date	Full name	Signature	Date



Georgian Technical University

..... Faculty

**Students Study Card**

- ❖ Print of write in clearly
- ❖ Filled in Dean's Office and filed in student's personal file
- ❖ Print on one page, if needed, use back side

Student's personal number

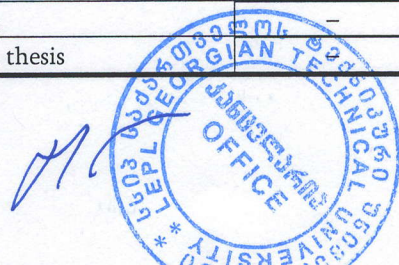
Student

Name	Surname	Father's name

Educational program:  Professional higher     Bachelor     Master     Doctoral studies

Name of educational program

Training course code	Course name	Number of credits	Points
	I Semester		
	Total credits		-
	Average weighted point for I Semester	-	
	II Semester		
	Total credits		-
	Average weighted point for II Semester	-	
	Total sum of credits		-
	Average weighted point	-	
	Evaluation of the qualification thesis		



Georgian Technical University

..... Faculty

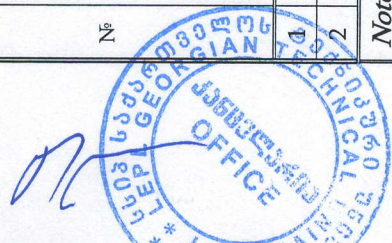
**№ . . . . . Electronic Registry for evaluation of student of academic group №**

Study year: [ ] Semester: [ ] Academic year: [ ]  
 Study level:  Professional higher education:  Bachelor:  Master:  Doctoral studies

Course name: \_\_\_\_\_  
 Leading professor: \_\_\_\_\_

ECTS Credits: [ ] Form and week of teaching load, h: [ ]  
 Lecture: [ ] Practical: [ ] Laboratory: [ ] Other: [ ]  
 Practice: [ ] Seminar: [ ] Course project/paper: [ ]

№	Full name	Week №										Final grade, point				
		Interim grades, points:					Total interim grades, points									
		Grading of current activities					Grading of current activities									
		Interim exam					Final					Additional				



Note

Study course leading professor	Full name	Signature	Date	Faculty Dean	Full name	Signature
Head of Department	Full name	Signature	Reg. №		Full name	Signature



Georgian Technical Univesrity  
 ..... Faculty

№ . . . . . Electronic Registry for evaluation of student of academic group №

Study year:  Semester:  Academic year:

Study level:  Professional higher education  Bachelor  Master  Doctoral studies

Name of course:  
 Leading professor

ECTS Credits:

Form and week of teaching loading, hr:  Lecture:  Practical:  Laboratory:  Other:

Practice:  Seminar:  Course project/paper:

№	Full name	Week №																	Final grade, point: max/mandatory					
		Intermediate grades, points														Exam, point		Additional						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			17	18, 19	20		
		Weekly	Weekly	I interim exam (test)	Weekly	II interim exam (test)	2	2	2	2	2	2	2	2	2	2	2	2	2	20	20	30	30	100/51
		Total interim exam point														70								



*Note*

<p>Course Leader Professor</p> <p>..... Signature      .....</p> <p>..... Date                  .....</p>	<p>Faculty Dean</p> <p>..... Signature      .....</p> <p>..... Date                  .....</p>
<p>Head of Department</p> <p>..... Signature      .....</p> <p>..... Date                  .....</p>	<p>Full name      Reg.№      Date</p> <p>.....</p> <p>.....</p> <p>.....</p>