

Instructions of Study Process Management in the Georgian Technical University

(In accordance with the European System of Credit Transfer and Accumulation (ECTS))

1. General Regulations

1.1. The Georgian Technical University (later- GTU) provides all the three educational programs of high academic education:

- I. Bachelor
- II. Master
- III. PhD

1.2 The first step - bachelor's program implies the implementation of its sub step - educational (high professional education) program for the certified specialist.

1.3 For the students enrolled in the first term of the first academic year, the following planned terms are fixed for completion of particular educational programs (without annulment of student status i.e. the factual term of study):

- Educational (high professional education) program for the certified specialist - 2.5 years (5 terms);
- Bachelor's Program - 4 years (8 terms);
- Master's Program - 2 years (4 terms);
- Ph.D. Program - 3 years (6 terms).

The study terms and financial obligations to GTU are the same for the students enrolled on the university programs according to the student mobility and restoration regulations (internal mobility as well), as for the other students of the same specialty, year and stage (27.05. 2010. N 256).

1.4 The educational program can be considered to be completed if the student manages to accumulate the sufficient number of credits according to the terms specified in 1.3 and 5.7 articles:

- Educational (high professional education) program for the certified specialist - no less than 150 credits;
 - Bachelor's Educational Program - no less than 240 credits;
 - Master's Educational Program - no less than 120 credits (qualifying thesis defense included);
 - PhD Educational Program - no less than 180 credits (dissertation thesis defense included).
- (21.05. 2013 N 926).

1.5. After the completion of the educational program the student acquires the following qualifications:

- After the completion of the educational (high professional education) program for the certified specialist - certified specialist;
- After the completion of the Bachelor's program - Bachelor's academic degree (Bachelor);
- After the completion of the Master's program - Master's academic degree (Master);
- After the completion of the PhD program - academic degree of PhD (academic doctor).

After the completion of the educational program the student is granted a diploma with an appendix.

1.6. The academic years are divided into terms. an academic year consists of two terms. a term in itself includes 15 weeks of study (lectures) and 4 examination weeks (final and additional exams). (27.05.2010. N 256)

1.7. Two midterm exams are held during a term (tests). (27.05.2010. N 256)

1.8. The study process is carried out in different educational forms, such as lecture, practical work, seminar, laboratory work, practice, course project/work, etc.

1.9. Each course of study (subject) can apply one or more educational forms from the above mentioned list according to its peculiarity.

1.10. Studying practice, due its specificity, can be carried out during the weeks of study, as well as at other time.

2. Organization of the Study Process

2.1. At the faculty the process of study is organized by the Deans' Offices, Quality Assurance Service at the faculty, academic departments, studies.

2.2. Professors/teachers (later professors) are obliged to implement the study process and students' assessment according to the demands of syllabuses of the accredited educational programs of the course of study. (21.05.2013. N926).

2.3. Educational department and Quality Assurance Service along with the Deans' Offices at the GTU are obliged to carry out constant monitoring of the study process and students' assessment.

3. Assessment of Students' Achievements

3.1. The student of GTU gets/accumulates the credits only after he has achieved the results based on the syllabus, presented with one of the positive assessments listed in the "a" point of the 3.3. article.

3.2. The highest possible score a student can get in each study course equals to 100 points.

3.3. The following system of assessment is applied at GTU:

a) five types of positive assessment:

 excellent - 91-100 points;

 very good - 81-90 points;

 good - 71-80 points;

 satisfactory - 61-70 points;

 sufficient - 51-60 points.

b) two types of negative assessment:

 (FX) couldn't pass - 41-50 points, which implies that the student needs more work to pass an exam and after fulfilling independent work he is allowed to take the exam once more;

 (F) failed - 0-40 points, which means that the work done by the student is not sufficient and the student has to study the course once again.

3.4. The assessment according to the system presented in the 3.3. article is implemented during the whole academic year/term through totaling the scores gained in 15 learning weeks (daily assessment) (only on the stages of bachelor and high professional education), two midterms (tests) and final exam.

3.5. The weekly assessment of a student in each study course (high professional education, bachelor and master) should reflect the total of the assessment results of each lesson (seminar) of the given study course. The assessment is not carried out at the lecture. (21.05.2013. N926).

3.6. The assessment of the students active participation at the seminars, in accordance with the peculiarity of the study course, may consist of the following components:

 Discussion of a new sum and participation in its solution;

 Presentation of a seminar thesis;

 Participation in the discussion and debate on a certain problem;

 Implementation of a laboratory work, etc.

3.7. Midterms, final and additional exams are held in written form by the university testing center. Before the full application of electronic assessment testing system the above mentioned exams can be of the following forms:

in the study courses of the first year of bachelor's education, due to the optional and appropriate technical provision - electronic test solution;

in all other cases:

test solution;

written test;

completion of the course work/project fragment, etc. (01.06.2012 N677).

3.8. Maximum amount of the scores at final exams mustn't exceed 40 points. The rest of the scores are distributed on weekly assessment and midterm tests according to 3.9. and 3.10 articles. (01.06.2012 N677).

3.9. The author (authors) of each program of the course study must give detailed description of the assessment system in the syllabus. (01.06.2012 N677).

3.10. Maximum amount of the midterm scores (weekly assessment, midterm tests), as well as the periods of midterm tests are determined by the special order of the university rector about the implementation of study term.

3.11. The student is allowed to take a final exam, if he has accumulated no less than 51 points in midterm assessment and final exam and has fulfilled the minimum of works given in the syllabus (laboratory/practical/course, etc).

3.12. In each term of the course study the student is allowed to:

take the midterm tests only once at fixed time;

take the final exam during the session weeks only once (27.05.2010 N256).

3.13. In order to formalize the final positive assessment, the student is obliged to pass the final examination (in the case of the appropriate right - on the additional exam); The minimum positive assessment of the Final / additional Examination for Professional Higher Education and Bachelor Program Students is a quarter of the maximum assessment, and for the Master and Doctorate students - Half of the Maximum Assessment; (18.09.2015 N1698)

3.14. If the student, having the right to take the final exam, on the basis of midterm assessments and final exam has accumulated total 41-50 points (FX), he is allowed to take an additional exam during the session weeks of the same term. If a student has a documentary excuse for missing the final and/or additional exam, with the academic department allowance and rector's consent, he is allowed to take the exams before the next term begins; (24.02.2012 N607). (Valid from the beginning of 2012-2013 academic year).

3.15. The interval between the final and additional exams should be no less than 5 days.

3.16. If a student accumulates 40 or less points in midterm assessment and final exam (F - failed), or as given in 3.14. article, he accumulates less than 51 points (F or FX) after taking the additional exam, he has to study the same course again.

3.17. Dean's Office is obliged to draw up the schedule of the midterm exams (tests) to be held in testing weeks, indicating the date, time and rooms 3 weeks earlier till the academic term starts.

3.18. Dean's Office, with the consent of the leading professors of the course, is obliged to draw up the schedule of the final and additional exams, indicating the date, time and rooms 3 weeks earlier till the exam session starts.

3.19. Cancelled.(01.06.2012 N677)

3¹. Study Week / Semester / Year (valid from September 1, 2016).

3¹.1. The study week is the time period on which the student's weekly training load is distributed. The total amount of independent and contact hours in the study week is no more than 45 astronomical hours.

3¹.2. The semester is a time period which comprise a study weeks, final exam / examinations, and student's achievements assessment period on additional exam / exams. The timing of the concrete semester is determined by the Rector's Order on the Schedule of the Study Semester.

3¹.3. The academic year is the combination of semesters and the period of vacations, which does not exceed 12 continues months. The duration of the concrete semester is determined by the Rector's Order on the semester's study schedule.

3¹.4. One academic year comprise in average 60 (ECTS) credits.

3¹.5. Considering the peculiarities of the higher education program and / or student's individual curriculum, the student's annual workload may exceed 60 credits or may be less than 60 credits. It is not permissible to exceed 75 (ECTS) credits for student's annual workload.

3². Incomplete Load Mode of Teaching and Learning (valid from September 1, 2016)

3².1. Due to the educational goals the GTU is authorized to carry out the incomplete load of teaching-learning process within the framework of the Master's and Doctorate programs.

3².2. Teaching-Learning Incomplete Load Mode means no more than 25 hours in total of the student's weekly training load including the independent and contact hours. (07.10.2016 №2152) (Valid from 2016-2017 academic year)

3².3. One academic year comprise in average 30 (ECTS) credits when defining the teaching and learning incomplete load.

3³. Student's Assessment (Valid from September 1, 2016)

3³.1. Assessment of the level of student learning outcomes in each component of the program should include mid-term and final assessments.

3³.2. Each form and component of the evaluation has a definite share (may be shown in percentages) from the general score of the assessment (100 points) in the final assessment. This specific share is determined by the Rector's Order on the Schedule of the Study Semester.

3³.3. It is not permissible to grant credit using only one form of evaluation (intermediate or final assessment). The student is credited in case of getting a positive assessment determined by a paragraph 9 of this article.

3³.4. Each form of assessment includes an evaluation component / components comprising evaluation method / methods, which are measured by evaluation criteria.

3³.5. The assessment component, method and criteria must be adequate for assessing the learning outcomes and achievements defined by the program component.

3³.6. 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 entitled to define the limit of minimum competence in the assessment component, which will be indicated in the Rector's Order on the Schedule of the Study Semester. (07.10.2016 №2152) (Valid from 2016-2017 academic year).

3³.7. Assessment of the learning outcomes of educational program components should be completed in the same semester in which it was implemented.

3³.8. The dissertation, master's project / work, creative / performing work or other scientific project / work should be assessed in the same or subsequent semester in which the student will complete the work. The dissertation, master's project / work, creative / performing work or other scientific project / work must be assessed single-time (by the final assessment). The relevant method / methods and criteria for assessing the result should be used.

3³.9. The evaluation system provides:

A) Five types of positive assessment:

(A) - Excellent - 91-100 points;

(B) – Very good - 81-90 points;

(C) - Good - 71-80 points;

(D) - Satisfactory - 61-70 points;

(E) - Enough - 51-60 points;

Two types of negative assessment:

(FX) - Fail - 41-50 points, which means that the student will need to work more independently and have the right to retake the exam.

(F) - Failed - 40 points or less, which means that the student's work is not enough and he should repeat the study.

3³.10 In case of getting of FX for the educational program component, The Examination Center of GTU and the Dean's Office is obliged to appoint an additional exam not less than 5 days after announcement of the final exam results. These obligations do not apply to the dissertation, master's project / work, creative / performing work or other scientific project / work.

3³.11 The number of assessment points received by the student in the additional examination will not be added to the assessment score received in final exam.

3³.12 The assessment of additional exam is the concluding assessment and will be reflected in the score of final evaluation of the component of the educational program.

3³.13 Taking in account the final assessment of additional exam, in case of gaining the score of 0-50 points in the final evaluation of the educational component, or in case of student failure to overcome the minimum competency level for the final / additional exam, the student will be awarded the F-0 score.

3³.14. The total number of the credits of study component / components of Doctoral Education program should not exceed 60 credits.

3³.15 Study component / components of doctoral education program should be assessed by the system set out in paragraph 9 of this article.

3³.16 Evaluation 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.

3³.17 Assessment System for Scientific-Research Component / Components of Doctoral Education Program:

- A) Great (**summa cum laude**) - excellent work;
- B) Excellent (**magna cum laude**) - outcome which exceeds the requirements everyway;
- C) Good (**cum laude**) - the outcome that exceeds the requirements;
- D) Medium (**bene**) - medium-level work that meets the basic requirements set;
- E) Satisfactory (**rite**) - the outcome that still satisfies the requirements set out in spite of defects;
- F) Unsatisfactory (**insufficient**)- unsatisfactory level work, that fails to satisfy the requirements set out due to significant shortcomings in it;
- G) Absolutely unsatisfactory (**Sub omni canon**) - outcome which absolutely does not satisfy the requirements set out.

3³.18 In case of getting of the assessment provided by the subsection "F" of paragraph 17 of this Article, the doctoral student shall be entitled to submit a revised edition of dissertation paper within one year and in case of getting an assessment provided by the subsection "G" of paragraph 17, the doctoral student loses the right to present the same dissertation work.

3³.19 In case of getting of the assessment **Fx** (41-50 points) or Unsatisfactory (**insufficient**) - for the scientific - research component of Master educational program, students have the right to present revised edition of the component during the next semester, but in case of getting of assessment F (40 points or less) - failure or (**Sub omni canon**) - absolutely unsatisfactory, provided by the Subsection "G" of the paragraph 17 of this article, or getting of assessment **Fx** (41-50 points) or Unsatisfactory (**insufficient**) for the second time, Master program student loses the right to present the same scientific - research component.

4.Financial and Academic Agreements of Students

4.1. The student is obliged to pass administrative (registration of financial agreement and/or payment of education fee) and academic (registration of academic agreement) registration; financial agreement is registered in the first study year - while enrollment; as for the student enrollment according to the mobility or status restoration regulations, for specialty change within the university, for continuation of student status or for the re-passing of the study course - no less than two weeks earlier before the beginning of the academic year/term. (24.02.2012 N607). (Valid from the beginning of 2012-2013 academic year).

4.2. Financial agreement is formed between the student and the GTU rector, academic agreement - between the student and the Dean and encloses the list (appendix I) of the study courses to be passed during the academic year (according to the mobility or status restoration regulations before the enrollment in the second term). Academic agreement is the basis for the financial agreement. (24.02.2012 N607).(Valid from the beginning of 2012-2013 academic year).

4.3. The filled in financial and academic agreements are signed by the student; in the case of under aged student the financial agreement is signed by the parent as well. (30.07.2010. N301).

4.4. The agreements are formed in two copies - one of them is handed to the student, while the second copy is kept at the dean's office in the student's personal portfolio. The copy of the agreement endorsed by the dean is given to the registration department of the university. The student is to pay his education fee according to the terms of the financial agreement. (24.02.2012 N607).(Valid from the beginning of 2012-2013 academic year).

4.5. During the academic year the GTU student has to accumulate 60 credits; in accordance to the peculiarity of the high educational program and/or student's individual study program, the student is allowed to accumulate more than 60 credits or less than 60 credits. The amount of the annually accumulated credits shouldn't exceed 75 credits. (17.04.2014. N1127).

4.6. Re-passing of the study course is allowed in the term according to the appropriate curriculum; the exception can be admitted by the agreement with Study Department. (25.05.2016. № 2021)

4.7. Academic agreement should contain:

- Name, surname and father's name of a student;
- Personal number;
- Academic year;
- Name of the educational program (it is not required for the certified specialists and bachelor's educational programs of the first year of study).
- Names of study courses and amount of corresponding credits.

4.8. Obligatory study courses of the educational programs are primarily enlisted in academic agreement, secondly - optional study courses and lastly - additional study courses (to be re-passed).

4.9. If the student has to pass additional study courses, the student must consult the dean's office before the academic agreement is formed. These consultations are aimed at opting the precondition courses to be passed between the additional study courses in accordance with the curriculum and choosing optimal periods for passing these courses.

4.10. Student is allowed to form additional academic and appropriate financial agreements at least two weeks earlier before the term starts. Additional academic agreement should enclose the study courses to be passed. (24.02.2012 N607).(Valid from the beginning of 2012-2013 academic year).

4.11. After the student has signed the academic agreement (additional agreement as well), he is to pass all the study courses enlisted in the above mentioned agreement.

4.12. During the term amendments to the agreement is strictly forbidden.

4.13. In case of failure of obligations determined by the financial agreement, as a sign of warning, students Name and Surname will change the color in the electronic register page of student's assessments; And in case the financial obligation will not be covered within 6 weeks from its arising, students status will be suspended. (25.05.2016 №2021). (Valid from the beginning of 2016-2017 academic year).

4.14. Cancelled. (13.11.2015 №1811)

5. Accumulation of credits by a student

5.1. The student can get/accumulate credits only when he has achieved the study results as defined in the syllabus.

5.2. Assessment of student's achievements are determined by 3.3. article.

5.3. If the student gets F-negative result, he is obliged to pass the course again in following academic year/years.

5.4. In order to pass the course again, no less than a month time from the beginning of the term, the student must:

attend to the university management with a special statement;

sign additional academic and financial agreements;

pay fee for passing the term again. (21.05.2013. N926).

5.5. The fee for the course is calculated according to the following formula:

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

where S - is the fee for one year of the course, n - the amount of credits of the course. (27.05.2010. N256).

5.6. The students having academic liabilities, after he has accomplished the terms of 5.4. article, have the right to pass one and the course several times before the planned term of the educational program expires;

In order to improve the positive ultimate results of a certain study course, the student has the right to pass the course again only once till the planned term of the course expires, with the study department consent and dean's order and when the student has accomplished the terms of 5.4. article. (27.05.2010 №256)

5.7 After the planned term of the educational program expires, the students having academic liabilities have the right to continue studying without losing the student status during the additional semesters: in Bachelor's program - no more than 4 semesters, in other programs (educational programs of certified specialist, master and PhD) - no more than 2 semesters.

If the Master's or Doctoral program student submits the completed Master's / Dissertation work after the end of the deadline but before the expiry of the term specified in paragraph 1.3 (or 5.7), his/her students status can be prolonged by the time needed for the procedures for thesis / work defense, without extra payment of tuition fees, taking into consideration the requirements of the paragraphs 3³.18 and 3³.19 of this instruction.

If the planned term of the educational program expires and the student's academic liability exceeds 120 credits in bachelor's program and 60 credits in the rest educational programs, he/she has the right to change the specialty within the faculty/university only once.

In cases of desire to continue studies in additional semester / semesters, prolongation of the student's status concerning the procedures of master/doctoral thesis defense or change of the specialty, student have to appeal to the Rector with appropriate statement at least two weeks prior of the beginning of the next semester. The corresponding order will be issued on the basis of academic and financial agreements with the student. The maximum amount of the credits to be accumulated for the study courses in additional semester/ semesters is defined in 4.5. article. The fee for the study courses in additional semester/ semesters is defined in 5.5. article, according to the fee of the last academic year, but in case if the student changes the specialty, the fee for one academic year and the fee for the additional study courses (in case of necessity) will be the same as for the other students of the same program and year asserted by the faculty. (11.01.2017 №2282)

5.8. If the student fails to accumulate the sufficient number of credits of the educational program in additional semesters, his student status will be ceased after one month by the dean's submission and instead of a diploma, he will be handed only the corresponding certificate. In 12 months term, since the order is issued about the cessation of the student's status, the status is suspended and the student has the right to move to other Higher Educational Institution . (18.09.2015 №1698)

5.9. The number of the credits accumulated by the student is registered in his study card (appendix 2) and is kept in the student's personal portfolio.

5.10. The information about the accumulated credits and achieved results for each study course is fixed in the student's study card based on the students' assessment register presented by the leading professor of the course.

5.11. If the student has (fully) completed educational program and his status isn't ceased, appropriate qualification and a diploma with an appendix should be granted to him till the end of the calendar year. According to the faculty order, special qualification committee is authorized to grant qualifications for the programs of bachelor and certified specialist, as for the master's program, examination committee is created by the rector's order for the defense of qualification thesis; on PhD stage - the dissertation collegium authorized by the dissertation board. according to the study stage and achieved results, the students will be the following types of diploma: diploma for the certified specialist, diploma for the certified specialist with honors, bachelor's diploma, bachelor's diploma with honors, master's diploma, master's diploma with honors and PhD diploma. (16.12. 2011. N576).

5.12. The student must accumulate the number of credits defined in the 1.4. article to be granted qualification and diploma.

5.13. To get a diploma with honors the weighted average number of assessment points in all subjects (in master's program - the assessment of the qualification work as well) should be 91 or more.

5.14. If the student, having academic liabilities, after the planned term of the educational program expires, doesn't appeal to rector with a statement to continue studying in additional term/terms or to change the specialty, as it is defined in the 5.7. article, the dean is authorized to cease the status of the student in a month's term since the above mentioned period expires. If such student desires to restore his status in order to complete the educational program or change the specialty, he must appeal to the rector with a statement while the mobility term expires, at least two weeks earlier before the semester starts. (24.02.2012 N607). (Valid from the beginning of 2012-2013 academic year).

5.14¹. For the person, whose student status will be prolonged (according to the rules instructed in the 5.7. article) or restored (based on the rules given in the 5.14. article) the number of the additional semesters will be defined, based on the precondition and volume (amount of credits) for the study courses to be passed; The decree will also define the ordinal sequence of the semesters (e.g. Bachelor program student can be allowed to continue studies in the ninth, ninth-tenth, ninth-

eleventh and ninth-twelfth semesters). (24.02.2012 N607). (Valid from the beginning of 2012-2013 academic year).

5.14^{II} The person whose student status will be prolonged (according to the rules instructed in the article 5.7.) or restored (based on the rules given in the 5.14. article) is obliged to cover academic obligation during the closest additional semester/semesters. In this case, taking into consideration the preconditions for the study courses to be passed and maximum amount of credits determined by the regulations of study process (No more than 75 credits a academic year) Dean's office is obliged to compile the optimal schedule for passing the remaining courses. Consequently, minimal amount of additional semesters and the list of the courses (amount of credits) to be passed will be defined. Dean's office will compile the project (draft) of appropriate financial and academic agreements as well. The appropriate decree will also define the ordinal sequence of the semesters (e.g. Bachelor program student can be allowed to continue studies in the ninth, ninth-tenth, ninth-eleventh and ninth-twelfth semesters). As a rule, only once is permitted to pass the academic course in additional semesters. (21.01.2017 №2294) (Valid from the beginning of 2017-2018 academic year).

5.14². The change of specialty, status suspension, re-passing of the course, status restoration and granting a diploma, appendix or certificate is implemented after the student has covered his financial arrears.(24.02.2012 N607). (Valid from the beginning of 2012-2013 academic year).

5.15. In case if this later presents the dissertation late or doesn't present it or gets negative assessment at the dissertation defense, the issues of the continuation, suspension or cessation of the PhD student's status, as well as the issue of status restoration are discussed in the provision of the dissertation board authorized to grant PhD degree. (01.06.2012 N677).

5.16. Annulled. (01.06.2012 N677).

5.17. Annulled. (01.06.2012 N677).

5.18. Annulled. (01.06.2012 N677).

5.19. Annulled. (01.06.2012 N677).

5.20. Annulled. (01.06.2012 N677).

6. Student Assessment Register

6.1. Student assessment register (later - register) is the document showing the achievements of an academic group in each academic course - weekly results, midterms (tests), final and additional exams and total (appendix 3). The register of different educational stage and study course/component may differ from appendix 3. This later is defined by the rector's order about the implementation of the academic course. (21.05.2013. N926).

6.2. Electronic version of a register paper (later - electronic register paper), placed on the university webpage is filled by a leading professor of the course according to the terms defined in the 6.5article; Other people mustn't have access to the electronic register paper. In electronic register paper the windows of weekly assessments, midterm (tests), final and additional exam results will be opened or closed according to the terms of academic semester defined in the rector's order. For the students of individual educational programs the columns of the first, second and third midterms

(tests), as well as of the final/additional exams in the electronic register paper will be opened according to the same order. (21.05.2013. N926).

6.3. In order to fill the register paper the leading professor of the study course should attend to the data given by the leading teacher about the seminars, practice, course work/project or other types of educational work according to the format of the study course.

6.4. The full responsibility about the information in the register paper is held by the leading professor of the study course.

6.5. The leading professors of the study courses at every educational stage are obliged to record the weekly assessment and midterm (test) results in electronic register paper till 17.00 Tuesday of the following week, while final and/or additional exam results should be recorder in two working day time from the deadline of session period, till 17.00; The scientific supervisor of PhD student is obliged to record the results of the thematic seminar in corresponding electronic register paper in two working day time from the session period, till 17.00; at the end of the term no later than the time period indicated in the rector's order. In the case of result correction (if the correction caused changes in final assessment results) - no later than a week's time since the correction takes place, the leading professor of the study course will sign the two (two copies) printed copies of electronic register paper at the academic department, thus confirming the data. A specialist of the department will register the register paper, one copy of the register paper endorsed by the head of the academic department is enclosed in the appropriate case for documents, while the second copy is handed to the dean's office according to the appropriate procedures. The dean's office will carry out the final registration, the data will be recorded in the appropriate journals and the information will be reflected in the automatized management system. (21.05.2013. N926).(Valid from the beginning of 2013-2014 academic year).

6.6. The following information should be recorded in register paper:

6.6.1. The name of the university and faculty;

6.6.2. Number of the academic group;

6.6.3. Study year and term;

6.6.4. Academic year;

6.6.5. Stage of study;

6.6.6. Name of the study course/component;

6.6.7. Name of the leading professor;

6.6.8. Amount of credits for the study course/component;

6.6.9. Type(types) of study and weekly academic load (hours);

6.6.10. Name and surname of a student;

6.6.11. Week number since the beginning of the term;

6.6.12. Maximum amount of points of weekly assessment, midterms (tests) and final/additional exams;

6.6.13. Leading professor's signature;

6.6.14. Records of registration at academic department and dean's office. (21.05.2013. N926).

6.7. Presentation of an explanatory note grounded by a professor about the amendments in electronic register paper should be accomplished during the current term, in two weeks time since the assessment.(21.05.2013. N926).(Valid from the beginning of 2013-2014 academic year).

7. Regulations of numbering auditorium fund (17.04.2014. N1127)

7.1. Auditorium fund at GTU (auditoriums, laboratories, cabinets, etc., later - auditoriums) in all university buildings are numbered according to common regulation.

7.2. Auditorium number consists the following requisites in given succession:

- number of university building (two digit number);
- Annex number (Capital letter of the Latin alphabet), if there is no annex we indicate it by a dash;
- Floor number (one digit number);
- Classroom number (two digit number);
- Full stop (if there is no additional number/index);
- Additional number/index (one digit number).

7.3. Additional number/index is applied in the case if there is one entrance for two or more auditoriums or if you enter an auditorium via another auditorium; additional number/index can also be applied in case if auditorium size or subject peculiarity enables the presence of more than one group/teacher.

Based on: "The Georgian law on High Education";

Decree N3 on "Adoption of the regulation on credit calculation for high educational programs" by the Minister of Science and Education of Georgia (5.01.2007)

Decree N106 on "Adoption of the regulation of mobility from one university to another high educational institution" by the Minister of Science and Education of Georgia (4.02.2010).

Study Department at the Georgian Technical University

Approved by academic board on January 22, 2010, resolution N198, amendments are based on the following resolutions: 27.05.2010 N256, 30.07.2010 N301, 16.12.2011 N576, 24.02.2012 N607, 01.06.2012 N677, 21.05.2013 N926, 17.04.2014 N1127.

Georgian Technical University

..... Faculty

Academic Agreement

- ❖ should be filled by a student;
- ❖ should be printed or written clearly;
- ❖ academic agreement is formed in two copies. One copy is handed to a student, the second copy goes to the dean's office and is kept in the student's personal portfolio.

Student's Personal Number

Student

Name	Surname	Father's name

Academic Group №

Academic Year

–

Study year: First Second Third Fourth Additional

Educational Program: High Professional Education Bachelor Master Ph.D

Name of a Program

Selected Study Courses		
Code of the study course	Name of the Study Course	Credit Amount
	Obligatory Study Courses	
	Optional Study Courses	
	Credit Total	
	Additional (to be repassed) Study Courses	
	Credit Total	
	Ultimate Credit Total	

Student			Dean of the Faculty		
Name and Surname	Signature	Date	Name and Surname	Signature	Date

Georgian Technical University

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Study Card of a Student

- ❖ should be printed or written clearly;
- ❖ Should be filled at dean's office and kept in the student's personal portfolio;
- ❖ Should be printed on one page (back page can be used if necessary)

Student's Personal Number

Student

Name	Surname	Father's name

Academic Group №

Academic Year

-

Study year:

 First Second Third Fourth Additional

Educational Program:

 High Professional Education Bachelor Master Ph.D

Name of a Program

Code of the study course	Name of the Study Course	Credit Amount	Points
	I Term		
	Credit Total		-
	Weighted average point of I term	-	
	II Term		
	Credit Total		-
	Weighted average point of II term	-	
	Ultimate Credit Total		-
	Weighted average point	-	
	Assessment of Qualification Thesis Defense	-	

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№ Electronic Register Paper of the Students of Academic Group №

Study Year: Term: Academic Year

Education Stage: High Professional Education Bachelor Master Ph.D

Name of Study Course:

Leading Professor

ECTS credit: Study type and weekly load (hours) Lecture: Practical work: Laboratory work: Other:
Practice: Seminar: Course Project:

#	Name, Surname	Week #																		Midterm Assessment	Exam Point		Final Assessment. Point: Maximum?Sufficient	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16, 17	18, 19						
		PPoints of Midterm Assessment																			Total	Exam Point		
		Weekly						I Midterm Exam (test)	Weekly						II Midterm Exam (test)	Weekly		Final	Additional					
		2	2	2	2	2	2	20	2	2	2	2	2	2	20	2	2	2	70	30	30	100/51		
1																								
2																								

Note

Leading Professor of the Course Initial and Surname Signature Date	Dean of Faculty Initial and Surname Signature
Head of the Department Initial and Surname Signature Registration № Date	