

Shota Meskhia State Teaching University

Academic Board

16.04.2018 / Resolution № 20

Shota Meskhia State Teaching University

Rule for Regulating the Learning Process

Zugdidi

2018

Article 1. General Provisions

This rule regulates principal issues (gain of student status, suspension/termination of student status, mobility/internal mobility, assessment system, etc.) related to the learning process of Shota Meskhia State Teaching University of Zugdidi. All individuals involved in the implementation of an educational program are guided by this rule.

Article 2. Gain of student status:

1. The basis for gaining student status is: at Master's level – unified Master's exam and Master specialization exam determined by the Teaching University; at Bachelor's level – unified national examinations (except the cases envisaged by the legislation), at the Georgian Language Preparation Educational Program – from unified national examinations only the General Skills exam tests shall be taken in the Azerbaijani, Armenian, Ossetian or Abkhazian languages, and on Vocational program – unified vocational test is required to take.
2. Enrollment in the Teaching University of the persons - who got the right to pursue education without passing national examination – is regulated by the Law of Georgia “On Higher Education” and legal acts issued by the Ministry of Education and Science of Georgia.
3. Participation in students grant competition in order to obtain or upgrade grant – is regulated by the active legislation of Georgia.
4. A student enrolled in Shota Meskhia State Teaching University of Zugdidi must pass administrative and academic registration within the timeframes determined by the Teaching University.
5. Enrollment in Shota Meskhia State Teaching University of Zugdidi is possible only with a document certifying full general education which is acknowledged correspondingly to the rule prescribed by the Law; and after - the person being under military registration - submits the document certifying the presence at the military registration according to the rule which is prescribed by the legislation.
6. Enrollment of entrants at Shota Meskhia State Teaching University of Zugdidi is drawn by the individual administrative-legal act of the Teaching University, which is issued not later than 1st of October and is sent to the Ministry of Education and Science of Georgia within 15 days of its issuance.

7. A contract – the conditions of which are defined by the Teaching University - is signed between Shota Meskhia State Teaching University of Zugdidi and a student enrolled in the Teaching University.

Article 3. Enrollment by mobility/internal mobility:

1. According to the procedure of mobility (transfer from one University to another) and internal mobility in the Teaching University (transfer from one educational program to another), enrollment of students takes place twice a year from a second year of a study, until 1st of October, or 1st of March prior to the start of spring semester of the corresponding year, on vacant seats at National Center for Educational Quality Enhancement registered by Shota Meskhia State Teaching University of Zugdidi within the terms defined by National Center for Educational Quality Enhancement.
2. A student of Master's educational program is entitled to mobility and internal mobility only in the fields of educational programs which correspond to the test type of the unified Master's exam taken by a student.
3. Student mobility can be implemented within one level of higher education. It is inadmissible to carry out mobility from Vocational to Bachelor's educational program.
4. After publishing mobility applicant students list on the electronic portal of National Center for Educational Quality Enhancement, a student is authorized to address via application the Teaching University about the enrollment. The application must have an attachment of an educational document on the basis of which the person was enrolled in the higher education institution, and copies of other documents from the personal file.
5. At Shota Meskhia State Teaching University of Zugdidi, registration term of the applications for the enrollment of candidate students by mobility procedure on each time of mobility is determined by the terms of mobility of the National Center for Educational Quality Enhancement correspondingly to the individual administrative-legal act of the Rector.
6. Mobility applicant who doesn't timely apply for enrollment to the Teaching University, loses enrollment right to the mentioned main program except the circumstances prescribed by the legislation.
7. A person enrolled by mobility/restoration procedure should submit passed educational program, performed according to ECTS, in case of non-existing this kind of document, the Teaching University is entitled to calculate passed credits of the student's curricular in accordance with the Article 4 of the Rule stipulated by the legislation.
8. Teaching University - under the consideration of the conditions prescribed by the present Rule, Article 4 and on the basis of the consent of the mobility applicant –

presents to the National Center for Educational Quality Enhancement a draft order on enrollment of a student by mobility procedure. Upon the reception of positive conclusion from the Center, an order about enrollment of a student by mobility is adopted.

9. Mobility is regulated in accordance with the active legislation of Georgia.

Article 4. Recognition of credits gained during study of an applicant aspiring to enroll with the rule of mobility/restoration

1. Recognition of credits gained during the study of an applicant aspiring to get enrolled through the rule of mobility/restoration occurs by defining the study results (on the basis of academic notice/student's card on passed learning courses) attained within the frames of other educational program to the compatibility of the educational program of Shota Meskhia State Teaching University on which the student intends to carry on studying. This must be approved by the conclusion of the head of the program (in which the quantity of recognized credits will be indicated) and agreed with the head of the Quality Assurance Service.
2. Recognition of the credits is based on the compatibility of learning objectives and results considered by the passed study courses of the student with the learning objectives and results of the study courses existing in the Teaching University.
3. Compatible courses can be presented by different quantity of credits, in this circumstance the amount of recognized credits is determined in accordance with a program of the Teaching University.
4. For those applicants who aspire to get enrolled through mobility/restoration rule within the frames of free credits, it is admissible to recognize those study courses which are not envisaged by the educational programs of the Teaching University.
5. If an applicant aspiring to get enrolled through mobility/restoration rule has passed the educational program in astronomical hours, awarding of credits on mentioned courses happen conditionally. Inasmuch as one credit equals to 25 hours, hence, 10 hours out of them are contact hours and 15 are independent working hours. Correlation between independent and contact hours is 1,5hr. ($15:10=1,5$). For example: if the content of the curricular or contact hours comprise 60 astronomical hours, then the number of independent hours is calculated as follows: we multiply the amount of contact hours by 1,5, or $60 \times 1,5 = 90$. In order to calculate the final credit we add the amount of contact hours (60) to the independent working hours (90), then we divide it to the equivalent of one credit in hours, namely to 25 and round it to the whole-number.

$60+(60 \times 1,5=90):25=6$ or the workload of study course corresponds to 6 credits (simply the same result can be achieved if the number of astronomic hours is divided to 10).

6. If other higher educational institution, from where a student aspires to get enrolled through mobility/restoration rule, has an assessment system corresponding to 5 grade point, the mentioned grading must be adjusted in compliance with the assessment system of the Teaching University as follows:

- a) Grade 5/excellent/conventionally considered as – A -91(excellent) grade;

Grade 4/good/conventionally considered minimum B 81 (very good) grade;

Grade 3/satisfactory/ conventionally considered minimum – C – 71 (good) grade;

- b) If a student who aspires to get enrolled through mobility/restoration rule from other higher educational institution, where in the undertaken study course s/he got the grade “passed”, then the mentioned assessment shall not be converted into the credit system. And in a diploma annex the grade will be mentioned analogically, namely, “passed”, without indicating the credits.

7. For the purposes of the Bachelor’s educational program, it is possible to recognize credit hours accumulated within the frames of vocational higher educational program.

Article 5. Recognition of study abroad

1. Recognition of received qualification in educational institution abroad or education received during study period abroad - occurs by National Center for Educational Quality Enhancement.
2. According to the rule prescribed by the Georgian legislation, enrollment decision about an entrant or a student with an educational document from a foreign country is taken - by the Teaching University on the basis of the recognition document issued by the National Center for Educational Quality Enhancement and the decree of the Minister of Education and Science of Georgia.

Article 6. Restoration of student status

1. A student with suspended status, on the basis of the timeframes determined by the administrative act of the Rector of the Teaching University, addresses the Teaching University with the application on restoring the status;

2. Restoration of a student status is possible twice during the academic year – before the start of autumn and spring semesters;
3. Restoration of a student status is feasible during five years since its suspension;
4. A student expelled/dropped out - before the entry into the force (until 2010 year, February 5) of the order “On the Approval of the Procedure of Movement between Higher Education Institutions and Tuition Fee” approved by Minister of Education and Science of Georgia – is considered as a status suspended student for 10 years after issuing an order on expulsion/dropout and within this timeframe s/he is authorized to address the Teaching University on status restoration or enjoy the right to mobility, if the reason of expulsion/dropout is not the ground for suspension of student status stipulated by this rule.
5. After the restoration of a status, a student continues studying under the condition based on which the learning process pursues at the chosen educational program.
6. Administrative act on the restoration of the student status is issued by the Rector.

Article 7. Student’s facilitation mechanisms in case of change or abolishment of the educational program

1. In case of change or abolishment of the educational program, it is feasible to recognize the received credits within the changed or abolished educational program at alternative educational program of the Teaching University or within the reasonable timeframe the student is provided with the information about alternative educational programs of partner higher educational institutions of Shota Meskhia State Teaching University, with whom the Teaching University has signed memoranda and mutual cooperation agreements in order to implement student mobility process unimpededly within the timeframes announced by the National Center for Educational Quality Enhancement.

Article 8. Termination of a student status

1. **The ground for student status termination is:**
 - a) Completion of corresponding educational program;
 - b) Personal application;
 - c) End of a five-year term since the suspension of a student status, apart from circumstances prescribed by the law;
 - d) Other circumstances prescribed by the Georgian legislation;
 - e) Circumstances stipulated by “internal regulations and disciplinary liability norms” of Shota Meskhia State Teaching University of Zugdidi and “student code of ethic”;

- f) Unaccomplishment of learning outcomes envisaged by the educational program: receiving the grade F after hearing the same discipline twice in order to get credits;
2. In case of a student status termination, its regain is admissible within the procedure stipulated by the legislation.
3. Student status termination candidate has the right to mobility during the period of twelve months since the issuance of individual administrative-legal act of the Rector on status termination.

Article 9. Suspension of a status student

1. **The ground for student status suspension is:**
 - a) Academic leave;
 - b) Sickness;
 - c) Studying in the higher educational institution abroad (except for students of Teaching University studying on exchange educational program);
 - d) Financial charges;
 - e) Bringing to trial for grave and especially grave crimes, until delivered judgment becomes effective;
 - f) Personal application;
 - g) Not undergoing administrative (financial) and academic registration.
2. A part of an educational program having passed by a person - is envisaged recognized, correspondingly to the rule prescribed by the law, and s/he is considered a status suspended student for 10 years' time since terminating the state recognized regime of study.

Article 10. Enjoying the academic leave of a student from Shota Meskhia State Teaching University of Zugdidi

1. A student has the right to take academic leave under following circumstances:
 - a) Sickness;
 - b) Going abroad for studying from the Teaching University, while a student launches or continues studying on educational program;
 - c) Due to childbirth and baby care;
2. The Teaching University is entitled to discuss the issue of giving academic leave upon existing objective circumstances which hampers a student to pursue studying. It should be substantiated with documents and arguments. In this case, upon submission of the faculty dean, the expediency of giving academic leave is decided by the Rector.

3. The term of an academic leave must comprise not less than one semester and the maximum term of an academic leave can be two academic years.
4. A student who aspires to enjoy academic leave, writes an application to the Teaching University about taking an academic leave. A student should mention the following in the application:
 - a) A student's family name, name, address, and phone number;
 - b) Faculty, program and the year of study;
 - c) The academic year or semester, during which a student wants to take an academic leave;
 - d) The reason for taking an academic leave and its substantiating documents;
 - e) Date of application.
5. A student must address the Teaching University with the application on academic leave before the start of a corresponding semester.
6. Academic leave of a student causes the suspension of her/his academic and financial liabilities during the time of academic leave.
7. A student's application on academic leave is handed over to a faculty dean. As a result of scrutinizing the application and attached documents, a faculty dean submits the findings (a year of enrollments, a year of study, date of birth, personal number from the ID, title of the academic program, additional necessary information) and consideration about the student to the Rector of the Teaching University for settling the issue of giving an academic leave to a student.
8. An academic leave finishes after the termination of determined period or on the basis of student's application on discontinuing an academic leave before the end of the defined period.
9. Discontinue of an academic leave takes place before the start of corresponding academic semester.
10. After discontinue/termination of academic leave, a student pursues studying based on the condition of the learning process which takes place on the educational program.
11. On the issue of discontinuing an academic leave before the end of term, a student addresses the appropriate dean of the faculty with an application until the start of an academic semester. For the purpose of issuing corresponding order, the dean of the faculty presents the student's application to the Rector of the Teaching University.
12. The fact of being on academic leave and returning from it, is drawn by an individual administrative-legal act of the Rector.

13. A new conditional contract is signed up between a student returned for academic leave and the Teaching University.
14. A student being on academic leave continues studying from the semester on which the student status was suspended.
15. In case if the study course, specialization on which the student is studying is phasing out or some other circumstances occur, which make the returned student impossible to carry on education with the same conditions by which s/he was enrolled and studying prior to taking leave, then the Teaching University preliminarily offers a student alternative studying course, program or after returning from the academic leave provides with the information on possible terms of mobility.
16. After the expiry of academic leave, a student is automatically enrolled in the next year student's list and individual administrative-legal of the Rector is signed up.

Article 11. Student of Extra Semester

1. In order to grant an academic degree (obtain qualification) a student of Bachelor's educational program should accumulate the determined amount of credits (240 ECTS) in accordance with the law stipulated by the educational program during main eight semesters, but a student of Master's educational program – in the period of four semesters.
2. After expiring a main timeframe stipulated by the legislation for fulfilling 240 credits for Bachelor's educational program and 120 credits for Master's educational program, a student is considered to be a student of extra semester.
3. A funded student, who could not obtain academic degree within the timeframes envisaged by the educational program, is entitled by the self-funding procedure to finalize the educational program for obtaining credits of arrear subject.

Article 12. A student participant in an educational exchange program

1. An educational program is called educational exchanged program when it is carried out between Georgian educational institution and a higher educational institution recognized by the legislation of a foreign country on the basis of an agreement on students exchange and aims to accumulate certain number of credits in the partner higher educational institution by a student participant in the educational exchange program;
2. A student is called a participant in an educational exchange program when s/he accumulates certain number of credits in the partner educational institution within the

frames of recognized higher educational exchange program according to either Georgian or foreign country's legislation on higher educational institution.

3. Prior to signing an agreement on students exchange with a higher educational institution of a foreign country, the Teaching University is obliged to obtain written information from the National Center for Educational Quality Enhancement about the recognition of the mentioned higher educational institution by the legislation of that country.
4. A student - who is participating in the educational exchange program of the higher educational institution recognized by the legislation of the foreign country, and has obtained a student status in abroad recognized higher educational institution - continues studying in the Teaching University on appropriate level of higher education, on the basis of the act issued by the Rector.
5. A student participant in exchange educational program, who has obtained student status in the Teaching University, continues studying in partner higher educational institution of a foreign country in accordance to the procedure prescribed by the law of this country.
6. Within the educational exchange program, it is inadmissible for the exchange student from Georgia participating in the educational exchange program to suspend a student status and during this time period a student is exempt from tuition fee.

Article 13. Tuition Fee

1. A tuition fee at Shota Meskhia State University of Zugdidi is defined by the legislation of Georgia and the Resolution of Academic Board.
2. A student with partial funding from state grant must pay the difference between a state fund and real tuition fee within the timeframes established for administrative registration.
3. In case of restoring a student from academic leave, a tuition fee is determined according to tariff of the appropriate educational program having been existing during the time of restoration.
4. In case of restoration, the status suspended student must renew a contract with the Teaching University. In this circumstance, the tuition fee is defined correspondingly to the tariff existing during the period of restoration.
5. Tuition fee amount (cost of a credit) for a student enrolled by the procedure of mobility/internal mobility/restoration is regulated by an individual administrative-legal act of the Rector issued in accordance with the Georgian legislation.

6. A student participant in exchange educational program is exempt from tuition fee within the period of exchange educational program (one semester).
7. The tuition fee on the specific credit for a student of extra semester, also a student who has to pass additional (different) credit - is defined correspondingly to the annual fee, on the basis of submitting an appropriate agreement to the Dean's office.
8. Within the two weeks from the start of the learning process, a student is entitled to require the abolishment of administrative registration. After the expiry of the mentioned timeframe, s/he loses the right to return the paid fee or to require its using next semester (undergoing administrative registration means student's preparedness to participate in the learning process and in midterm and conclusive exams of the corresponding semester. Abolishment of academic registration or request to change a selected subject is admissible within the two weeks from the start of a learning process; afterwards due to the reason of not having received the service, it is inadmissible to demand return of the paid sum or postpone it for the next semester).

Article 14. Student's right and responsibilities

A student's right and responsibilities are determined by the procedure of "Rights and responsibilities of the Teaching University student".

Article 15. Granting academic degree

1. After the termination of appropriate level of the educational program, a graduate is granted an academic degree and a proper diploma is issued. Academic degree (qualification) of Bachelor and Master is granted by corresponding main educational entity – faculty board of the Teaching University. On the basis of decision of a faculty board, the Rector issues an individual administrative-legal act on considering students as graduates and issuing diplomas for them.
2. The issuance of diplomas at Shota Meskhia State Teaching University of Zugdidi is regulated according to the "Shota Meskhia State Teaching University of Zugdidi Procedure for Using a Diploma Template, its Accounting, Reporting and Issuing".
3. An individual, who did not or could not graduate from the appropriate educational level, receives a corresponding certificate/notice.
4. After finishing educational programs of "The Georgian Language Preparation" and "Teacher Preparation" a certificate proving the completion of the program is issued.

Article 16. Assessment system and criteria

1. An assessment of the Teaching University student happens with a 100-point system. 100 point presents maximum **final assessment** of a student.
2. In each component of an educational program an assessment of accomplishment level of student's learning outcome comprises **conclusive** and at least one **midterm** assessment.
3. Each form of assessment (conclusive and midterm) consists of assessment component/components and methods which is chosen by the head of curriculum.
4. The quantity of assessment components should not be less than three.
5. Assessment components and their share should be represented in each course syllabus and a student must be informed about it at the beginning of a semester.
6. A share of midterm assessment comprises 70%, and a conclusive assessment – 30%. A share of each component is defined by the head of a learning component.
7. It is impermissible to grant a credit with only using one form of assessment (midterm or conclusive assessment).
8. Each form of assessment comprises component/components, which include method/methods of assessment, and assessment method/methods is measured with assessment criteria – which determines accomplishment level of learning outcome.
9. Assessment component, method and criterion must be adequate for the assessment of learning outcome which is determined and accomplishable with the component of an educational program.
10. Midterm assessment components of student's learning outcome attainment level are: group work (seminar), midterm exam, abstract, etc. Each component of midterm assessment for student's learning outcome attainment level has its share within the midterm assessment. A share of the minimum competence margin for student's midterm assessment comprises 30%-50% out of the maximum point of the midterm assessment, which is individually determined by the head of the curriculum.
11. Conclusive assessment component of student's learning outcome attainment level is a conclusive written exam. Conclusive written exam is mandatory. A student is entitled to pass a conclusive written exam, in case if by midterm assessment s/he has accumulated minimum competence margin of midterm assessment. A student who by midterm assessment didn't have accumulated minimum competence margin of midterm assessment, is not allowed to pass a conclusive written exam. A share of the minimum competence margin for student's conclusive assessment comprises 30%-50% out of the maximum point of the conclusive assessment. A conclusive assessment component is considered passed in case if at a conclusive written exam a student accumulates a point considered by a minimum margin.

12. A learning course is considered passed in case if by considering the maximum point (30 point) of midterm and conclusive assessments, a student accumulated minimum 51 point. In case of getting one of the positive assessments, a student is awarded a credit in accordance with the legislation.
13. An assessment of learning outcome attainment of educational program components must be finalized in the same semester of its fulfilment;
14. Master's thesis must be assessed in the same or next semester when a student finalizes working on it. Master's thesis must be assessed one-off (by conclusive assessment). While assessing, relevant method/methods and criteria for result assessment must be utilized.
15. An assessment system considers the following:
 - a) Five types of positive assessment
 - a. (A) Excellent – 91-100 point of assessment;
 - b. (B) Very good – 81-90 of maximum assessment;
 - c. (C) Good - 71-81 of maximum assessment;
 - d. (D) Satisfactory – 61-70 of maximum assessment;
 - e. (E) Enough – 51-60 of maximum assessment
 - b) Two types of negative assessment:
 - a. (FX) Cannot pass – 41-50 of maximum assessment, which means that a student needs more work to pass the exam and is given the right to pass one more time a supplementary exam with independent work;
 - b. (F) Failed - 40% and less of the maximum assessment, which means that the work carried out by a student is not enough and s/he has to study the subject from the beginning;
16. Midterm and conclusive examinations at the Teaching University are conducted in a written format with the support of examination center of the Teaching University, in accordance with the provision of the mentioned center.
17. The heads of the courses individually define assessment criteria resulting from the specifics of the program and lecture courses.

Article 17. Procedure of calculation and awarding of credits

1. One credit comprises student's learning activities during 25 hours. While calculating credits, contact as well as independent working hours are taken into consideration.
2. In order to receive a Bachelor's academic degree, a student must accumulate 240 credits and for a Master's academic degree – 120 credits.

3. Student's workload during one academic year comprises 60 credits. It is admissible to exceed 60 credits or have less than 60 credits of a student workload. It is impermissible to exceed 75 credits of student workload in a year.
4. While calculating a credit - time designated for supplementary exam (preparation, passing, assessment), also a consultation time with the person dealing with the component of the educational program should not be considered.

Article 18. Incomplete workload regime of teaching and learning

1. The Teaching University is authorized to implement incomplete workload of teaching and learning within the frames of Master's educational program;
2. Incomplete workload regime of teaching and learning is a learning workload of a student when the total amount of independent and contact hours per week comprise not more than 25 hours;
3. While defining incomplete workload of teaching and learning, one academic year composes of average 30 credits.

Article 19. Table of Assessment System:

1. Credit distribution diagram

ECTS Assessment	100-point of Assessment	Assessment Description
A	91 - 100	Excellent. Outstanding accomplishment of the requirements of all components of a learning course. A student reveals a deep knowledge of a subject, s/he is erudite , possesses distinctive logical and independent reasoning skills.
B	81 - 90	Very good. Good performance of requirement of all components of a learning course (with minor mistakes), a student exposes good knowledge of a subject, logical and independent reasoning,
C	71 - 80	Good. Requirements of learning course components are mainly accomplished. A student reveals quite good knowledge of a subject, makes insignificant mistakes in independent reasoning.

D	61 - 70	Satisfactory. Performance level of learning course requirements is satisfactory (with significant mistakes). A student exposes average knowledge level of a subject. Independent reasoning about appropriate theme is limited.
E	51 - 60	Sufficient. Minimum performance of learning course requirements. A student exposes knowledge of a subject in quite limited scale . S/he makes many inaccuracies in independent reasoning.
FX	41 - 50	Fail. Minimum performance of learning course requirements. A student cannot reveal theoretical knowledge of a subject. S/he cannot practically discuss the topics of a subject.
F	0 - 40	Fail. Despite being admitted to the exam (s/he accumulated 31 point), a student has to re-attend a learning program for receive a credit.

2. In case of receiving FX in the component of an educational program, within the timeframes of supplementary exam determined by a respective faculty, a supplementary exam is appointed 5 days later after announcing the results of a conclusive exam,.
3. A decision on student's admission on a supplementary exam is taken by a dean of a respective faculty.
4. Student's grade received at a conclusive assessment is not added to assessment received at the supplementary exam.
5. An assessment received at a supplementary exam is a conclusive assessment and it is reflected in the final assessment of a component of an educational program.
6. Under the consideration of an assessment received at a supplementary exam, in case of receiving 0-50 point in a final assessment of an educational component, a student gets assessment F-0 point and s/he must re-attend that certain component of an educational program.
7. In case of receiving FX assessment in the scientific-research component of Bachelor's and Master's educational program, a student of Bachelor's/Master's educational program has the right to re-submit the revised Bachelor's/Master's thesis during next semester, and if a student of Bachelor's/Master's educational program receives F assessment in this timeframe as well, then s/he loses the right of delivering the same thesis.
8. If a student has an arrear subject in a learning course which is the precondition for a forthcoming learning course of next semester, s/he has no right to take part in the

learning process carried out to obtain credits in the mentioned (forthcoming) learning course.

Article 20. Recommendation letters for student's employment or further academic purposes

1. A faculty dean of any learning courses at the Teaching University is entitled to issue a recommendation letter upon request of a student/graduate.

Article 21. Students Registry

Contingent data of students of the Teaching University with appropriate amendments are registered in the students registry of higher educational institutions at National Center for Educational Quality Enhancement in accordance with the Order №127/N "On the Approval of Procedure of Administering the Registry of Educational Institutions" issues by the Minister of Education and Science of Georgia on 22nd of July, 2011.

Article 22. Basic concepts and definition of terms

- ❖ **Credit** – a unit which expresses the learning workload of a student. Its reception is possible after achieving learning outcomes. Credit composes of contact and independent hours - needed to achieve learning outcomes of a certain component. It cannot be calculated only according to contact hours;
- ❖ **European Credit Transfer and Accumulation System (ECTS)** – a student-centered system, based on the principle of transparency of learning outcomes and teaching process. Its objective is to facilitate the recognition of component/components of an educational program, knowledge, skills, competences, as well as, the student mobility process;
- ❖ **Contact hour** – a specified time of a student allocated for learning activity with the involvement of the personnel implementing a component of an educational program.
- ❖ **Independent hour** – a specified time of a student for learning activity without the involvement of the personnel implementing a component of an educational program.
- ❖ **Learning week** – a time period to which a student's learning workload is distributed on weekly basis. During a learning week, a total sum of independent and contact hours must comprise not less than 45 hours.
- ❖ **Semester** – a time period which composes of a total sum of learning weeks, taking supplementary exam/exams, and an assessment period of student's achievement at supplementary exam/exams.
- ❖ **Component of an educational program** – components of an educational program are learning and scientific-research components.

- ❖ **Learning component** – constituent of an educational program which is represented by learning course, module, practical, creative/practical type of a project, Bachelor’s researching project/work or any other type of a component. In one higher educational institution, a learning component - having one and the same content, volume and learning outcome - composes of equal number of credits for students of all programs. A learning component is of one semester.
- ❖ **Scientific-research component** – constituent of Master’s and Doctor’s educational program, which is either represented in the format of Master’s project/work or any other scientific activity.
- ❖ **Student’s learning workload** – the time, which is necessary to achieve learning outcomes determined by an educational program. Student’s learning workload must be based on independent and contact hours.
- ❖ **Teaching-learning method** – means of transferring knowledge to a student by a person dealing with a component of an educational program. The means are as follows: **lecture, working in work groups, practical work, seminar, learning with electronic resources, e-learning, etc.** Teaching-learning method can compose of corresponding activities (discussion, debates, shows, presentation, seminar, etc.).
- ❖ **Assessment forms** – a **midterm assessment** (one-off and multiple) and a **conclusive assessment** are the forms of assessment, the sum of which represents a final assessment.
- ❖ **Assessment components** – a part of assessment forms defining student’s knowledge or/and skill/or/and competence evaluation way/ways which can unite homogenous assessment methods (oral/written exam, oral/written test, creation of audio-visual product, practical/theoretical work, etc.).
- ❖ **Assessment method** – means/ways for assessing achieved learning outcomes determined in the component of an educational program. The means/ways are as follows: (**test, essay, show, presentation, discussion, showing audio-visual works, doing practical/theoretical assignment, working in work groups, taking part in discussions, case study, participating in moot court, etc.**).
- ❖ **“Module”** – contextually interconnected unit of courses.
- ❖ **“GPA (Grade Point Average)”** – indicator of student’s average academic performance. GPA is calculated according to Shota Meskhia State Teaching University calculation procedure on student’s average academic performance. GPA indicator does not limit a student from completing an educational program or/and granting her/him an academic degree (qualification).

Article 23. Terms of learning process

1. Terms of learning process are annually determined by an administrative act of the Rector at the beginning of an academic year.
2. Duration of one academic year including vacations does not exceed twelve consecutive calendar months, it is determined by 52 weeks and two semesters (autumn and spring).
3. The length of one semester comprises 20 weeks, including 16 study weeks together with one midterm week and four weeks for main and supplementary exams.
4. In case of necessity, it is possible to start/finalize/suspend a learning process earlier/later from determined term upon an administrative act of the Rector.

Article 24. Amendments and Additions

Amendments and additions to the current Rule shall be developed by the Resolution of the Academic Board in accordance with the legislation.