Instruction on the Management of the Study Process at Georgian Technical University

[in accordance with the European Credit Transfer and Accumulation System (ECTS)]

As of 29 April 2026

[Unofficial English translation of the consolidated Georgian-language text. Amendment references in parentheses are retained as in the original. Where used, “paragraph” translates the Georgian “punkti” and “Article” translates “mukhli”.]

Article 1. General Provisions

1. Georgian Technical University (hereinafter “GTU”) implements academic higher education programs at all three levels:
   I. Bachelor’s / single-cycle Doctor of Medicine educational program;
   II. Master’s;
   III. Doctoral. (14.07.2022 No. 01-05-04/88)
2. For students enrolled in the first semester of the first year of study, the following calculated (planned) completion periods for specific educational programs are established (excluding the duration of any suspension of student status, i.e., the actual time of study):
   a) Bachelor’s educational program – 3 or 4 years (6 or 8 semesters);
   b) Single-cycle Doctor of Medicine educational program – 6 years (12 semesters);
   c) Master’s educational program – 1 or 2 years (2 or 4 semesters);
   d) Doctoral educational program – 3 years (6 semesters).

   For a student enrolled at GTU through mobility, internal mobility or reinstatement, the time remaining for completing the educational programs and all financial obligations toward the university are the same as for students of the same level and program/year of study into which he/she was enrolled. (14.07.2022 No. 01-05-04/88, 19.09.2024 No. 01-05-04/148)
3. An educational program is considered completed (mastered) by a student if, within the periods specified in paragraph 2 of Article 1 and, where necessary, in paragraph 5 of Article 10, he/she:
   a) in a bachelor’s educational program, accumulates at least 180 or 240 credits;
   b) in the single-cycle Doctor of Medicine educational program, accumulates at least 360 credits;
   c) in a master’s educational program, accumulates at least 60 or 120 credits (a 120-credit program includes the defense of a qualification thesis);
   d) in a doctoral educational program, accumulates the credits determined by the study component of the program (not more than 60 credits), and also completes and defends the dissertation. (20.08.2021 No. 01-05-04/137, 14.07.2022 No. 01-05-04/88, 19.09.2024 No. 01-05-04/148)
4. After completing an educational program, the student is awarded the following qualification:
   a) after the bachelor’s program – the academic degree of Bachelor (Bachelor);
   b) after the single-cycle Doctor of Medicine educational program – the academic degree of Doctor of Medicine, which is equated to a master’s degree;
   c) after the master’s program – the academic degree of Master (Master);
   d) after the doctoral program – the academic degree of Doctor (Academic Doctor). (14.07.2022 No. 01-05-04/88)

5. After completion of the educational program, the corresponding diploma with a supplement is issued.

Article 2. Organization of the Study Process

1. The organization of the study process across the university is carried out by the GTU Academic Process Management Service. At the faculty level, the study process is organized by the Dean, Deputy Deans, academic departments and the faculty's Academic Process Management Division (hereinafter the "Dean's Office"). (19.09.2024 No. 01-05-04/148)
2. A professor/teacher (hereinafter "professor") is obliged to perform the duties defined by the current legislation, by the legal acts of the university's governing bodies (managing entities) and by the employment contract, including to carry out teaching and the assessment of student achievements in compliance with the requirements of the syllabus of the course of the educational program, and to upload the study materials provided for by the syllabus (textbook, supplementary textbook, methodological guidelines, etc.) to the electronic portal elearning.gtu.ge, etc. (29.07.2025 No. 01-05-04/147)
3. The GTU Quality Assurance Service and the Internal Audit Service are obliged to carry out continuous monitoring of teaching and of the assessment of student achievements. (19.09.2024 No. 01-05-04/148)

Article 3. Rules for a Student's Selection of Educational Program Components

1. At GTU, the bachelor's / single-cycle Doctor of Medicine educational program must ensure that students have a choice within the free/non-mandatory components of the educational program. (14.07.2022 No. 01-05-04/88)
2. A free/non-mandatory component is an elective course/subject within the educational program whose learning outcome does not determine the qualification to be awarded. A free component must not have a prerequisite for admission. The free components defined for all bachelor's educational programs of the university are combined in a single database, and a student may submit an application for the free component he/she wishes to choose. (29.04.2026 No. 01-05-04/58)
3. GTU is authorized to establish special restrictions with regard to regulated programs.
4. An educational program may include a block of elective subjects. When choosing such subjects, it is advisable for the student to take into account his/her future profile – to select subjects that will facilitate taking the desired courses, including free components. The student must submit an application concerning the choice of electives, including free components, within the established period.
5. The student's choice must take into account the accumulation of the credits determined by the existing educational program and the achievement of learning outcomes. On the basis of the student's application, at the petition of the Dean(s), upon submission by the Academic Process Management Service and with the consent of the Rector, it is possible to accumulate credits determined by another educational program of the same level at the university (subject to the prerequisites and the requirements of paragraph 5 of Article 4). In this case, it is permissible to take a component of a different semester if this does not hinder the normal course of the study process. (19.09.2024 No. 01-05-04/148)
6. Teaching of an individual course/subject is, as a rule, permissible if there are at least 15 interested students. Depending on the number of interested students and the available resources, several groups may be formed.
7. The process of selecting free components, as well as profession-related elective modules/concentrations in the educational program and the elective courses within them, must be transparent; moreover, in order for the student to determine his/her own profile,

the necessary information, consultation and assistance must be provided to him/her.

8. The faculty's Dean's Office must have a person who will provide students with qualified assistance in determining their profile.
9. In the case of master's and doctoral educational programs, depending on the goals of the educational program, GTU also ensures choice within free components.

Article 4. Study Week / Semester / Year

1. A study week is a period of time over which the study workload of a student with average academic achievement is distributed, and it includes the totality of activities carried out in both contact and independent time.
2. A semester is a period of time that includes a set of study weeks and the period for holding an additional exam/exams and assessing the student's achievement in the additional exam/exams. At GTU, within one semester, 13 weeks are for study (in-class sessions), 1 week is for the mid-semester exam, 1 week is for submission of documentary material, and 3 weeks are for the exam session (final and additional exams). Depending on its specifics, a study practice/internship may be held both during the study weeks and at other times. (In force from the first semester of the 2025/2026 academic year. 29.07.2025 No. 01-05-04/147) (29.04.2026 No. 01-05-04/58)
3. An academic year is the totality of semesters and the rest period between them, which does not exceed 12 consecutive calendar months. The duration of a specific semester is determined by the Rector's order on the study schedule of the given semester.
4. One academic year includes, on average, 60 credits; a semester – as a rule, on average 30 credits.
5. Taking into account the specifics of the higher educational program and/or the student's individual study program, it is permissible for a student's annual study workload to exceed 60 credits or to be less than 60 credits. It is inadmissible for a student's annual study workload to exceed 75 credits. At GTU, one credit (ECTS) equals 25 hours of a student's learning activity (student workload) and includes both contact and independent hours.

5<super>1</super>. Taking into account the specifics of the program, in the single-cycle Doctor of Medicine educational program one credit (ECTS) equals 30 hours of a student's learning activity (student workload) and includes both contact and independent hours. A contact hour is the time determined for the student's learning activity with the involvement of the personnel implementing the component of the educational program, and an independent hour is the time of the student's learning activity without the involvement of the personnel implementing the component of the educational program. (14.07.2022 No. 01-05-04/88)

5<super>2</super>. Within the Doctor of Medicine educational program, taking into account the duration, volume and structure defined by the relevant subject benchmark statement, a student's study workload during one academic year comprises 60 (ECTS) credits. By a student's individual study plan, the study workload during one academic year may be set at more than 60 credits; within the duration established by the subject benchmark statement of the Doctor of Medicine educational program, the total number of credits added above 60 must not exceed 15 credits in total. (14.07.2022 No. 01-05-04/88)

6. In accordance with the student's interests and level of academic preparation, and at his/her wish, an individual plan may be drawn up. The student has the right to participate in drawing up this plan. (19.09.2024 No. 01-05-04/148)
7. The rule for transferring students to an individual study plan is approved by the Academic Council. (19.09.2024 No. 01-05-04/148)
8. As a rule, students of the following categories may be transferred to an individual study plan:

a) persons with special educational needs;

b) persons with health problems, pregnant women, or mothers of a young child (under 3 years of age);

c) participants in the Olympic Games, World and European Championships and other international competitions on behalf of Georgia;

d) members of GTU sports teams;

e) students united in GTU creative or artistic groups (theater, chapel choir, choreographic ensemble, quartet, etc.);

f) persons employed in institutions located on the territory of Georgia (by profile/specialty) and in state structures (municipalities, ministries and legal entities of public law), or on an internship on GTU's recommendation;

g) student self-government representatives who are members of the GTU Representative Council (Senate) and of the faculty councils;

h) another category of student personally determined by order of the Rector, on the reasoned petition of the faculty Dean, with the consent of the Academic Process Management Service and the Quality Assurance Service. (19.09.2024 No. 01-05-04/148)

9. In order to be transferred to an individual study plan, a student of the relevant category provided for by subparagraphs "a–g" of paragraph 8 must, within the period determined by decision of the Academic Council, submit an application and the appropriate documentation to the Faculty Manager's Service:

   a) health certificate – Form No. 100;

   b) birth certificate of a child under 3 years of age;

   c) petition of an authorized person of the relevant federation, club (top league) or studio, on official letterhead, certified with a wet seal and signature;

   d) certificate from the place of employment, certified with a wet seal and signature;

   e) statement of salary for the last 3 months. (19.09.2024 No. 01-05-04/148)

10. The faculty manager ensures receipt of the student's application and the relevant documentation, after which the manager's corresponding official card is transferred to the Department of Student Services, Culture and Sport and to the Internal Audit Service for verification, and then to the Academic Process Management Service. (19.09.2024 No. 01-05-04/148)

11. The Academic Process Management Service ensures preparation of a draft of the relevant order of the Rector. (19.09.2024 No. 01-05-04/148)

12. The deadline for completing studies for a student transferred to an individual study plan may differ from the period specified in paragraph 3 of Article 1 by no more than 1 semester. (19.09.2024 No. 01-05-04/148)

Article 5. Part-Time Teaching-Learning Mode

1. Based on educational goals, GTU is authorized to carry out the teaching-learning process with a part-time workload within master's and doctoral educational programs.

2. The part-time teaching-learning mode means a student's weekly study workload, in total volume of independent and contact hours, of no more than 25 hours.

3. When determining the part-time teaching-learning mode, one academic year includes, on average, 30 credits.

Article 6. Assessment of the Student in a Study Component (12.10.2020 No. 01-05-04/145)

1. The assessment of the level of achievement of a student's learning outcome in each component of the program must include intermediate and final assessment.
2. Each assessment component has a quantitative indicator determined within the total assessment score (100 points) in the final grade. Specifically, the maximum score of the intermediate assessment is not more than 60, and the maximum score of the final exam is not less than 40. (29.07.2025 No. 01-05-04/147)
3. It is inadmissible to award a credit using only one component of assessment (intermediate or final assessment). A credit is awarded to a student if he/she surpasses the minimum competence thresholds defined in each assessment component provided for by paragraph 10 of this Article and receives a positive grade defined by paragraph 15 of this Article. (29.07.2025 No. 01-05-04/147)
4. Each assessment component includes an assessment method/methods, and the assessment method/methods are measured by assessment criteria. (29.07.2025 No. 01-05-04/147)
5. The assessment component, method and criterion must be adequate for assessing the learning outcomes defined by, and attainable through, the component of the educational program.
6. The components of intermediate assessment may be:
   6.1. mid-semester exam;
   6.2. assessment of ongoing activity:
      6.1.1. testing with open or closed questions;
      6.1.2. completion of a practical/theoretical homework assignment;
      6.1.3. thematic project;
      6.1.4. course paper/course project;
      6.1.5. written and/or oral questioning;
      6.1.6. laboratory activity;
      6.1.7. seminar activity;
      6.1.8. participation in discussion;
      6.1.9. participation in a simulated process;
      6.1.10. solving a case (casus);
      6.1.11. case study;
      6.1.12. supervised closed-book written work (clausura), etc.
7. It is recommended that one mid-semester exam be held during a semester. From among the methods of ongoing activity, depending on the specifics of the level of study and of the course, it is recommended to use at least 2 (any). The number of mid-semester exams and ongoing assessment methods, the form of conducting them, their content, maximum score, criteria and scales are determined by the author of the syllabus and described in the syllabus, depending on the specifics of the subject.
8. The recommended maximum score for a course paper/course project is 15 points.
9. Where a course (subject) has 1 thematic project, the recommended maximum score for it is 15; where there are two thematic projects, the maximum score of the first thematic project is 5, and the maximum score of the second thematic project is 10. Where a course has 1 thematic project, it is submitted after the in-class sessions end, within one week before the exam sessions – in the week for submission of documentary material; where there are 2 thematic projects, the first is submitted in the week allotted for mid-semester exams, and the second in the week for submission of documentary material.

10. In each assessment component a minimum competence threshold is defined which, depending on the specifics of the subject, is set by the author of the syllabus. The proportion of the minimum competence threshold of the final assessment must not exceed 60% of the final assessment. In cases provided for by the subject benchmark statement of higher education in the relevant field, the proportion of the minimum competence threshold of the final assessment may exceed 60% of the final assessment. (29.07.2025 No. 01-05-04/147)

11. When the final exam is assessed with a maximum of 40 points, depending on the specifics of the subject, it is recommended that:

    11.1. in bachelor's, master's and doctoral studies, the minimum total positive score of the intermediate assessment be 30;

    11.2. in bachelor's studies, the minimum positive score of the final exam be 11, and in master's and doctoral studies – 21.

11<super>1</super>. In the single-cycle Doctor of Medicine educational program, the minimum competence threshold for the intermediate and final assessments must be: 50% of the intermediate assessment and 50%+1 point of the final assessment. Personnel implementing the course, taking into account the specifics of the course, are authorized to determine in the syllabus a higher minimum competence threshold for the intermediate and final assessments than that established by this paragraph, in accordance with the requirements established by the current legislation of Georgia. (14.07.2022 No. 01-05-04/88)

11<super>2</super>. In the single-cycle Doctor of Medicine educational program, personnel implementing the course, taking into account the goals, learning outcomes and specifics of the course, are also authorized to define a minimum competence threshold within the assessment method/methods. Where a minimum competence threshold exists within the assessment method/methods, a credit may be awarded upon surpassing the minimum competence threshold in each assessment method, surpassing the minimum competence threshold in each assessment component (intermediate and final assessment), and receiving at least 51 points as a result of summing the points obtained in the intermediate and final assessments. (14.07.2022 No. 01-05-04/88)

12. A student is granted the right to sit the final exam if he/she has accumulated in the intermediate assessment components in total at least the minimum positive score and, in addition, has completed and submitted on time, in the form of documentary material, the minimum of works defined by the program.

13. The syllabus must indicate in which component of the intermediate assessment the student is required to submit documentary material (laboratory/practical work/drawing/sketch/thematic project(s)/course paper/course project/practice/internship report, etc.). (29.04.2026 No. 01-05-04/58)

14. The assessment of the achievement of the learning outcomes of the components of the educational program must be completed in the same semester in which it was delivered.

15. The assessment system allows:

    a) five types of positive grades:

        a.a) (A) Excellent – 91–100 points;

        a.b) (B) Very good – 81–90 points;

        a.c) (C) Good – 71–80 points;

        a.d) (D) Satisfactory – 61–70 points;

        a.e) (E) Sufficient – 51–60 points;

    b) two types of negative grades:

        b.a) (FX) Failed – 41–50 points, which means that the student needs more work to pass and is given the right to sit an additional exam once, after independent

work;

b.b) (F) Failed outright – 40 points or less, which means that the work done by the student is insufficient and he/she must study the subject anew.

16. In the case of an FX in a component of the educational program, GTU is obliged to schedule an additional exam no earlier than 5 days after the announcement of the final exam results. This obligation does not apply to a dissertation, master's project/thesis, creative/performance work, or other scientific project/paper.
17. The grade received by a student in an additional exam is not added to the number of points received in the final assessment.
18. The grade received in the additional exam is the final assessment and is reflected in the final grade of the component of the educational program.
19. If, taking into account the grade received in the additional exam, the student receives 0–50 points in the final grade of the educational component, or if the student fails to surpass the minimum competence threshold in the final/additional exam, the student is given a grade of F–0 points.
20. The total number of credits of the study component(s) of a doctoral educational program must not exceed 60 credits.
21. The study component(s) of doctoral and master's educational programs must be assessed by the system provided for by paragraph 15 of this Article.
22. The rules for assessing the research components of doctoral and master's educational programs are given in the relevant regulations.
23. Intermediate, final and additional exams in electronic form are held at the university's relevant Examination Center. (19.09.2024 No. 01-05-04/148)
24. A student has the right, during one semester, in each course:
    24.1. to sit the mid-semester exam, as a rule, only once, at the established time;
    24.2. to sit the final exam during the exam-session weeks only once, at the established time.
25. The Dean's Office is obliged, one week before the start of mid-semester exams, to draw up the relevant schedule indicating days, hours and auditoriums.
26. The Dean's Office is obliged, 2 weeks before the start of the exam session, in agreement with the leading professors of the courses, to draw up the schedule of final and additional exams indicating days, hours and auditoriums.
27. The assessment of the bachelor's research project/paper provided for by the bachelor's program is carried out in accordance with the rule for the preparation and execution of the bachelor's research project/paper. (29.04.2026 No. 01-05-04/58)

Article 7. Assessment of the Student in the Scientific-Research Component

1. A dissertation, master's project/thesis, creative/performance work, or other scientific project/paper must be assessed in the same semester or in the semester following the one in which the student completes work on it. A dissertation, master's project/thesis, creative/performance work, or other scientific project/paper must be assessed once (with a final assessment). In the assessment, a method/methods and criteria relevant to evaluating the result must be used.
2. The assessment system for the scientific-research component(s) of the doctoral educational program:

a) Excellent (summa cum laude) – an outstanding work;

b) Very good (magna cum laude) – a result that exceeds the requirements in every respect;

c) Good (cum laude) – a result that exceeds the requirements;

d) Average (bene) – a work of average level that meets the basic requirements;

e) Satisfactory (rite) – a result that, despite shortcomings, still meets the requirements;

f) Unsatisfactory (insufficient) – a work of unsatisfactory level that fails to meet the requirements because of significant shortcomings in it;

g) Completely unsatisfactory (sub omni canone) – a result that completely fails to meet the requirements.

3. If a doctoral candidate receives the grade provided for by subparagraph "f" of paragraph 2 of this Article, he/she is given the right to submit a revised dissertation within one year, and if he/she receives the grade provided for by subparagraph "g" of paragraph 2, the doctoral candidate loses the right to submit the same dissertation.

4. The assessment of a master's project/thesis, creative/performance work or other scientific project/paper may follow the system defined by paragraph 17 of Article 6 or by paragraph 2 of this Article.

5. For the scientific-research component of a master's educational program, if the master's student receives the grade provided for by subparagraph "b.a" of subparagraph "b" of paragraph 17 of Article 6 or by subparagraph "f" of paragraph 2 of this Article, he/she is given the right to submit the revised scientific-research component during the following semester; if he/she receives the grade provided for by subparagraph "b.b" of subparagraph "b" of paragraph 17 of Article 6 or by subparagraph "g" of paragraph 2 of this Article, and also, on repeated submission, the grade provided for by subparagraph "b.a" of subparagraph "b" of paragraph 17 of Article 6 or by subparagraph "f" of paragraph 3 of this Article, the master's student loses the right to submit the same scientific-research component.

Article 8. Appeal of the Assessment of Learning Outcomes and Restoration of an Assessment/Exam Missed for a Valid Reason **(28.06.2019 No. 01-05-04/177)**

1. A student who disagrees with the assessment of learning outcomes (ongoing assessment, mid-semester/final/additional exam, test, thematic seminar, defense of a dissertation, master's/bachelor's project/paper, course project/paper, thematic project, practice/internship report, and any other kind of exam/test/assessment) is entitled, within five working days of becoming acquainted with the assessment result, to apply to the Dean with a reasoned complaint and request a review of the results. (29.04.2026 No. 01-05-04/58)

2. The complaint is considered, and a relevant conclusion is drawn up, by a subject commission established by order of the Dean. On the basis of the conclusion, the Dean makes a decision or ensures that the matter is considered by the faculty council.

3. The decision of the Dean/faculty council may be of the following kinds:

a) confirmation of the requested assessment;

b) repeat assessment under the same conditions;

c) repeat assessment by commission procedure;

d) refusal to satisfy the complaint.

4. If, in the course of considering the matter, signs of violation of the requirements established by the "GTU Code of Ethics and Norms of Disciplinary Responsibility" come to light, the matter is referred to the relevant body conducting disciplinary proceedings for further action.

5. In addition to the above, in order to support students, the GTU Examination Center may develop and use another rule for appealing assessment results, provided it does not

contradict the present rule.

6. If a student was unable to appear for an ongoing assessment, a mid-semester and/or final/additional exam owing to illness or another valid reason, he/she has the right to apply to the Rector with a written application for restoration of the assessment/exam no later than 15 days after the elimination of that reason.
7. The student is obliged to attach to the application for restoration of the assessment/exam the document(s) confirming the valid reason. The student must also submit an extract of his/her electronic records (a printout from the student's page of the electronic system for registering academic performance).
8. Restoration of ongoing assessments held during the first 6 weeks from the start of the semester must be completed in the relevant course before the mid-semester exam; restoration of the mid-semester exam must be completed by the end of the 15th week (before the start of the sessions); restoration of ongoing assessments of the 7th–13th weeks – before the relevant final exams; and restoration of the final/additional exam – before the end of the following semester, at a time and place agreed with the Dean's Office/Examination Center/leading professor of the course. (In force from the first semester of the 2025/2026 academic year. 29.07.2025 No. 01-05-04/147)
9. The rules for appealing the assessment of learning outcomes and for restoring an assessment/exam missed for a valid reason must be accessible to interested persons. For this purpose, they must be posted on the websites of the university, the Examination Center and the faculty.

Article 9. The Student's Study and Financial Agreements

1. The student is obliged to complete, at the Dean's Office, academic registration (concluding the study agreement, confirming the previous semester's learning results) and administrative registration (concluding the financial agreement and/or paying the tuition fee).
2. Failure to complete academic or administrative registration is grounds for suspension of student status.
3. The financial agreement is concluded between the student and the GTU Rector – in the first year of study, upon enrollment; and in the case of enrollment through (external/internal) mobility, reinstatement of student status, continuation of studies in an additional semester/semesters, or retaking a study/research component – before the start of the academic year/semester, as a rule, at least two weeks in advance. (19.09.2024 No. 01-05-04/148)
4. The study agreement is concluded between the student and the Dean and contains the list of study courses and/or scientific-research components (hereinafter "research components") to be taken by the student during the academic year/semester (Annex 1). The study agreement is the basis of the financial agreement. (19.09.2024 No. 01-05-04/148)
5. The completed study and financial agreements are signed by the student personally; if the student is a minor, the financial agreement is also signed by his/her parent or other legal representative.
6. The agreements are concluded in two copies each – one copy is given to the student, and the other is kept at the Dean's Office in the student's personal file. The student must pay the tuition fee within the period specified in the financial agreement. The number of credits to be accumulated and/or the stages of research components to be completed as determined by the agreements, and accordingly the amount payable, are reflected in the electronic study process management system (VICI) and are accessible, for official use, to the relevant structural units, including authorized employees of the Academic Process Management Service, the relevant faculty's Dean's Office, the Manager's Service and the Financial Service. (19.09.2024 No. 01-05-04/148)

7. Retaking a study course may take place in the semester provided for by the relevant curriculum. An exception may be allowed in agreement with the Academic Process Management Service. (19.09.2024 No. 01-05-04/148)
8. The study agreement must indicate:
    - the student's surname and name;
    - personal number;
    - academic year;
    - year of study;
    - name of the educational program;
    - names of study courses/research components and the corresponding number of credits.
9. In the study agreement, the mandatory study courses/research components provided for by the educational program are indicated first, then the study courses chosen by the student, and lastly the study courses/research components to be taken additionally (again).
10. If the student has study courses/research components to be taken additionally (again), before concluding the study agreement he/she must receive a consultation at the Dean's Office; the purpose of the consultation is to select, among the study courses/research components to be taken additionally (again), the preceding courses/research components in accordance with the curriculum, as well as the optimal periods for taking them.
11. The student has the right, before the start of the semester, as a rule at least two weeks in advance, to conclude additional study and corresponding financial agreements. The additional study agreement indicates the study courses/research components that need to be retaken.
12. After concluding the study agreement, the student must take all the study courses/research components indicated in the agreement (including the additional one).
13. Changing the study agreement during the semester is inadmissible.
14. In case of non-fulfilment of the obligations provided for by the financial agreement, as a warning sign, the color of the student's surname and name in the electronic records will change, and if the financial debt is not repaid within 6 weeks of the obligation arising (2 weeks for a student of the final semester), his/her student status will be suspended.
15. The student is obliged to submit to the Dean's Office, in a timely manner, information about changes in personal data.

Article 10. Accumulation of Credits by a Student in a Study Component

(19.09.2024 No. 01-05-04/148)

[Translator's note: the paragraph numbering of this Article is reproduced exactly as it appears in the source document, including the numbering sequence 6–10 followed by 4–7, and the internal cross-references to "paragraph 4 of this Article" refer to the second paragraph numbered 4.]

6. Receiving/accumulating credits in a study component is possible only after the student achieves the learning outcomes planned by the syllabus.
7. The assessment of student achievements is determined in accordance with paragraph 15 of Article 6 of this instruction.
8. In case of receiving a negative grade F, the student is obliged to retake the study course during the following semester(s).
9. To retake a study course, the student must pay the tuition fee for the study course.
10. The tuition fee for a study course is calculated by the formula:

$$Q = (S / 60) \times n,$$

where S is the tuition fee for one academic year of the educational program in which the student is studying, and n is the number of credits of the study course.

4. A student with academic debt has the right, after fulfilling the conditions of paragraph 4 of this Article, to take one and the same study course several times before the expiry of the calculated (planned) period of the educational program.
5. A student has the right, in order to improve the final positive result of any study course, with the consent of the Academic Process Management Service and after fulfilling the conditions of paragraph 4 of this Article, by order of the Dean, within the planned period for completing the educational program, to retake the study course, only once.
6. A study course that entered the program as a result of modification must be taken by the student without payment of the corresponding tuition fee. Repeated taking of such a study course is possible after fulfilling the condition of paragraph 4 of this Article.
7. A study course that entered the student's study plan as a result of internal mobility carried out in connection with the cancellation of a program must be taken by the student once without payment of the corresponding tuition fee. Repeated taking of such a study course is possible after fulfilling the condition of paragraph 4 of this Article.

Article 10^{1}. Continuation of Status in Additional Semesters **(19.09.2024 No. 01-05-04/148)**

1. After the expiry of the calculated (planned) period of the educational program, a student with academic debt has the right, in order to complete the given program, while retaining student status, to continue studies during additional semesters:
   a) in the bachelor's / single-cycle Doctor of Medicine program – no more than 4 semesters;
   b) at the remaining levels of study (master's and doctoral educational programs) – no more than 2 semesters;
   c) in the Georgian language preparation educational program – no more than 1 semester.
2. If a master's or doctoral student submits a completed master's/dissertation work later than the established deadline but before the expiry of the current semester, his/her student status may be extended for the duration necessary for the procedures of defense of the work/conferral of the qualification/degree (including, taking into account the requirements of paragraphs 3 and 5 of Article 7), without additional payment of tuition. The student must apply to the GTU Rector for extension of student status for the period necessary for the procedures of defense of the master's/dissertation work/conferral of the qualification/degree no later than two weeks after the end of the current semester.
3. If at the expiry of the calculated (planned) period the student's academic debt exceeds 120 credits in the bachelor's / single-cycle Doctor of Medicine educational program, or 60 credits in the master's program, the student has the right to use the right of internal mobility and to change his/her specialty/program only once, within the faculty/university, for which he/she must apply to the Rector within the internal mobility deadlines. In an additional semester, the student's right to carry out internal mobility is restricted.
4. Regarding continuation of studies in an additional semester/semesters, the student must apply to the Rector no later than two weeks before the start of the following semester. The relevant order is issued on the basis of the study and financial agreements concluded with the student.
5. The maximum number of credits corresponding to the study courses/master's research component to be taken in additional semester(s) of study is determined according to paragraph 5 of Article 4. The cost of the study courses/master's research component to be taken by the student in additional semester(s) of study is determined in accordance with paragraph 5 of Article 10, according to the tuition fee of the last academic year; and when

changing the program, the annual tuition fee and, accordingly, where necessary, the cost of additionally taken study courses/research components, will be the same as that established for students of the same level and program/year of study of the receiving faculty.

6. A student with academic debt after the expiry of the calculated (planned) period of the educational program who, within the period specified in paragraph 3 or 4 of this Article, does not apply to the Rector regarding continuation of studies in additional semester(s) or changing the program (internal mobility), will have his/her student status suspended within one month of the expiry of that period, on the Dean's submission. Before 5 years have elapsed from the suspension of status, such a person must apply to the Rector with an application requesting restoration of status and continuation of studies in additional semester(s) at least two weeks before the start of the semester, and regarding changing the program (internal mobility) – within the internal mobility deadlines.
7. A person who continues studies in additional semester(s) in the manner defined by this Article is obliged to cover the academic debt in the nearest additional semester(s). For this purpose, the Dean's Office is obliged, observing the prerequisites of the study and research components of the courses to be taken, and taking into account the maximum number of credits determined by the acts regulating the study process (not more than 75 credits per academic year, and in the case of the single-cycle Doctor of Medicine program – within the duration established by the subject benchmark statement, the total number of credits added above 60 must not exceed 15 credits), to draw up the optimal period for taking the remaining components. Accordingly, the student is allotted the minimum number of additional semesters and the list of components to be taken in those semesters. If necessary, an individual study plan may be developed on the reasoned petition of the Dean. The Dean's Office also prepares drafts of the relevant study and financial agreements. The relevant order specifies the ordinal numbers of the additional semesters.
8. A change of program by the student (internal mobility) or continuation/restoration of status may be carried out only after repayment of the financial debt.
9. In additional semester(s), a study course/stage of a research component may, as a rule, be taken only twice. The latter does not apply to a study course/stage of a research component that entered the program as a result of modification. Such a study course/stage of a research component may, as a rule, be taken in additional semester(s) only three times.
10. Matters of extension, suspension and termination of status, and of restoration of status, in connection with a doctoral student's late submission or non-submission of the dissertation and receipt of a negative assessment in the defense of the dissertation, are determined by the regulations of the doctoral program and of the University Dissertation Council.
11. A student who fails to complete the program in additional semesters will, on the Dean's submission, have his/her student status terminated within one month, and instead of a diploma will receive a corresponding certificate. For twelve months from the issuance of the order on termination of student status, the student status is considered suspended, and the student is entitled to use the right to transfer to another higher education institution.

Article 10^2. Conferral of Qualification/Degree on a Graduate and Issuance of the Diploma **(19.09.2024 No. 01-05-04/148)**

1. The number of credits accumulated by the student within the calculated (planned) period of study and/or in additional semesters, and the completion of the research component/stages of the research component, are described in the student's study card (Annex 2), which is kept in his/her personal file.
2. Information on the credits accumulated in each study course/research component in the student's study card, and on the doctoral student's completion of stages of the research component, is recorded according to the student assessment sheet submitted by the

leading professor/supervisor of the study course.

3. In order to be awarded a qualification/degree and receive a diploma, the student must have completed the program and accumulated the number of credits determined by paragraph 3 of Article 1; in the doctoral program, he/she must also have completed the scientific-research components and defended the dissertation.
4. If the student has completed (fully graduated from) the educational program, the relevant qualification/degree must be conferred on him/her by the end of the calendar year, and a diploma together with the diploma supplement must be issued.
5. The qualification/degree is conferred on the graduate by:
   a) in the bachelor's / single-cycle Doctor of Medicine educational program – a qualification commission established by faculty order;
   b) in the master's program – an examination commission established by order of the Rector;
   c) in the doctoral program – the relevant university dissertation council, on the basis of its decision and the positive conclusion of the dissertation defense panel it has established.
6. In accordance with the level of study and the learning outcomes, the student will be issued a diploma of Bachelor, Bachelor with Honors, Doctor of Medicine, Doctor of Medicine with Honors, Master, Master with Honors, or Doctor.
7. To receive a diploma with honors, the weighted average of the grades received in all components must be 91 points or more.
8. The diploma or the diploma supplement may be issued to a graduate only after repayment of the financial debt.

Article 11. Student Assessment Sheet **(26.02.2021 No. 01-05-04/31)**

1. The student assessment sheet (hereinafter "sheet") is a compilation of the achievements of the students of one academic group in each study course/research component (see Annexes 3 and 4):
   - intermediate assessments, submission of documentary material, final and additional exams (study component);
   - submission of documentary material, final assessment (research component).
2. For different levels of study and for different study courses/research components, the sheet may take a form different from Annexes 3 and 4. The latter is determined by order of the Rector on conducting the study semester.
3. The electronic version of the sheet (hereinafter "electronic sheet"), placed on the university's website, must be filled in by the leading professor/supervisor of the study course within the periods determined by the Rector's order on conducting the study semester; filling in the sheet by any other person is inadmissible.
4. When entering information in the sheet, the leading professor of the study course must rely on the data of the leading teachers of seminars, practice/internship, course paper/project or other types of sessions provided for by the format of the study course. (29.04.2026 No. 01-05-04/58)
5. The leading professor of the study course takes full responsibility for the information given in the sheet.
6. At the end of the semester, no later than the deadline determined by the Rector's order, and in the case of correction of assessments – no later than one week after the correction is made, the leading professor/supervisor of the study course confirms the data by signing the printout of the electronic sheet (2 copies) at the academic department. A specialist of the

department registers the sheet, files one copy certified by the head of the department in the relevant folder, and passes the other copy to the Dean's Office according to the established procedure, where final registration takes place and the data are reflected in the Dean's Office's automated management system.

7. In general, the sheet must reflect:
   a) the name of the university and faculty;
   b) number of the academic group;
   c) academic year and semester;
   d) year and semester of study;
   e) level of study;
   f) educational program;
   g) name of the study course/scientific-research component;
   h) name and surname of the leading professor/supervisor (master's)/scientific supervisor (doctoral);
   i) number of credits corresponding to the study course/scientific-research component;
   j) surname and name of the student;
   k) number of the study week;
   l) maximum number of points of the intermediate assessments and of the final/additional exam (study component) / of the final assessment (research component);
   m) number of points actually received/accumulated by the students;
   n) a mark of the students' submission of documentary material;
   o) the signature of the leading professor/supervisor of the study course;
   p) registration marks at the academic department and the Dean's Office, and signatures of the responsible persons.
8. Submission of the reasoned reports (memo cards) of the leading professor/supervisor of the study course on correction of assessments in the electronic sheet must, as a rule, be completed in the current semester, within two weeks after the assessment.
9. Where there is an intermediate stage in a research component (prospectus, colloquium, etc.), the "Record sheet of the student's completion of a stage of the scientific-research component" (see Annex 5) is used, which is kept in the same way as the assessment sheet.

Article 12. Rule for Numbering the Auditorium Fund

1. At GTU, the auditorium fund (auditoriums, laboratories, offices, etc., hereinafter "auditoriums") is numbered by a uniform rule in all academic buildings.
2. The auditorium number consists, in sequence, of the following elements:
   - building number (two-digit number);
   - wing number (capital letter of the Latin alphabet), or a dash if there is no wing;
   - floor number (one-digit number);
   - room number (two-digit number);
   - a period (if there is an additional number/index);
   - additional number/index (one-digit number).
3. An additional number/index may be used where two or more auditoriums have a common entrance, or where one auditorium can be entered only through another auditorium; an additional number/index may also be used where, owing to the size of the auditorium and the specifics of the subject, more than one group/teacher can be present in it at the same time.

Legal basis:

- the Law of Georgia “On Higher Education”;
- Order No. 3 of the Minister of Education and Science of Georgia of 5 January 2007 “On Approval of the Rule for Calculating Higher Educational Programs by Credits”;
- Order No. 10/n of the Minister of Education and Science of Georgia of 4 February 2010 “On Approval of the Rule for Transfer from a Higher Education Institution to Another Higher Education Institution”.

Approved by the Academic Council on 20 September 2018, Resolution No. 01-05-04/254.

Amendments were introduced by Resolutions: 22.03.2019 No. 01-05-04/78; 28.06.2019 No. 01-05-04/177; 12.10.2020 No. 01-05-04/145; 26.02.2021 No. 01-05-04/31; 20.08.2021 No. 01-05-04/137; 14.07.2022 No. 01-05-04/88; 19.09.2024 No. 01-05-04/148; 29.07.2025 No. 01-05-04/147 (in force from the first semester of the 2025/2026 academic year); 29.04.2026 No. 01-05-04/58.

Annex 1

Georgian Technical University

…… Faculty

STUDY AGREEMENT

- To be filled in by the student;
- To be typed or filled in legibly;
- The study agreement is drawn up in two copies. One copy is given to the student, the other is kept at the Dean's Office, in the student's personal file.

Student: First name …… Surname ……

Year of study: [ ] First [ ] Second [ ] Third [ ] Fourth [ ] Additional

Educational program: [ ] Bachelor's [ ] Master's [ ] Doctoral

Name of the program: ……

Personal number: …… Group No.: …… Academic year: ……

Student Surname and name	Signature	Date	**Dean of the Faculty** Surname and name	Signature	Date

Selected study courses

Course code	Name of the study course	Number of credits
Mandatory study courses		
Elective study courses		
Total credits		
Study courses to be taken additionally (again)		
Total credits		
Grand total of credits		

Annex 2

Georgian Technical University

…… Faculty

STUDENT'S STUDY CARD

- To be typed or filled in legibly;
- Filled in at the Dean's Office and kept in the student's personal file;
- Printed on one sheet; if necessary, the reverse side of the sheet is used.

Student: First name …… Surname ……

Educational program: [ ] Bachelor's [ ] Master's [ ] Doctoral

Program: …… Personal number: ……

Course code	Name of the study course	Number of credits	Points
Semester I			
Total credits		–	
Weighted average score of Semester I		–	
Semester II			
Total credits		–	
Weighted average score of Semester II		–	
Overall total of credits		–	
Weighted average score			

Annex 3

(In force from the first semester of the 2025/2026 academic year. 29.07.2025 No. 01-05-04/147)

Georgian Technical University

…… Faculty

ELECTRONIC STUDENT ASSESSMENT SHEET No. ……
Study Component

…… academic year, …… semester

Level of study –
Educational program –
Academic group –
Study course – ECTS credits:
Professors/teachers:

No.	Surname, name	Ongoing activity per week (1-13), points	Course project, points	Total on going, points	Mid-sem. exam, points	Total interm. assess., points	Doc. material	Exam points: final / addl.	Final grade: points / mark
Maximum points									
1									
2									
3									

Leading professor of the study course	Initials and surname	Signature	Date
Head of the academic department	Initials and surname	Signature	Reg. No. / Date
Dean of the Faculty	Initials and surname	Signature	Date

Annex 4

(26.02.2021 No. 01-05-04/31)

Georgian Technical University

..... Faculty

ELECTRONIC STUDENT ASSESSMENT SHEET No. .....
Scientific-Research Component

..... academic year, ... semester

Level of study –
Educational program –
Academic group –
Scientific-research component – ECTS credits:
Supervisor/scientific supervisor:

No.	Surname, name	Documentary material	Assessment		Designation
			Points	Ranking	
1					
2					

Supervisor/scientific supervisor	Initials and surname	Signature	Date
Head of the academic department	Initials and surname	Signature	Reg. No. / Date
Dean of the Faculty	Initials and surname	Signature	Date

Annex 5

(26.02.2021 No. 01-05-04/31)

Georgian Technical University

…… Faculty

ELECTRONIC RECORD SHEET No. ……
of Doctoral Students' Completion of a Stage of the Scientific-Research Component

…… academic year, …… semester

Level of study – Doctoral studies
Educational program –
Academic group –
Scientific-research component –
Scientific supervisor –

No.	Surname, name	Documentary material		Discussion	
			Designation		Designation
1					
2					
3					

Scientific supervisor	Initials and surname	Signature	Date
Head of the academic department	Initials and surname	Signature	Reg. No. / Date
Dean of the Faculty	Initials and surname	Signature	Date