

Approved by the Minutes №3 of the Academic Council of September 26, 2013
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NNLE New Vision University
Regulation on Carrying out Educational and Research Activities

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Chapter I. General Provisions

Article 1. Scope of Regulation

This Regulation defines the general rules of conducting educational and scientific-research activities of the University, as well as issues related to the status of students.

Article 2. University Management and Educational/Scientific-Research Structural Units

1. The status and functions of the governing bodies of the University - Academic and Representative Councils are defined by the University Charter.
2. A school is the main educational and scientific-research unit of the University. The representative body of the school is the School Board, headed by the Dean who is elected by the representative body. By the decision of the School Board, following entities can be created: departments (by field), institutes, centers, laboratories, as well as other educational and/or scientific-research units. The rules of their activity shall be determined by the regulations of the relevant unit.
3. The organizational chart of the structure of the University is Annex 1 to this Regulation.

Article 3. General Principles of Decision-Making

1. The general principle of decision-making by consensus applies in the University.
2. Academic staff and students are authorized to participate in university or school discussions and to participate in the decision-making process in accordance with the rules established by the legislation of Georgia, the University Charter and this Regulation.
3. The goals and strategic objectives of the University shall be taken into account in the decision-making process in order to promote the formation of a decision that is most compatible with the interests of the decision-maker and of others.
4. Depending on its importance, it is possible to set up both a permanent and a temporary commission to prepare a discussion of a separate issue. The commission is formed and the rules of its activity are determined by the structural unit of which competence also includes the preparation of the relevant issue.
5. The process of formation of the decision of the university or its separate structural unit shall ensure involvement of the person whose rights may also be affected by the decision.
6. Whenever there is more than one solution equally efficient in terms of results, the preference shall be given to more economical, speedy and transparent solution.
7. When making a decision with financial effect, discussion of at least three alternative proposals shall be provided.
8. A university or open competition shall be announced for any vacant position.

Article 4. University Dignity (Integrity) Policy

1. The University encourages the development of the individuals, their opportunity to share knowledge, skills and values for the benefit of the society. The University recognizes that integrity as a common value is the basis of any intellectual activity. Membership in the university community involves sincerity in identifying sources, maintaining attribution accuracy, and defining their interpretations or forming

conclusions. Academic integrity involves any recognition of the contributions of others - each one's contribution deserves a proper appreciation.

2. The University Dignity (Integrity) Policy applies to any process, product of teaching/learning and research activities.
3. Any form of academic misconduct (plagiarism), including self-plagiarism or paraphrased plagiarism, is prohibited.
4. The University provides the verification of the text of the research paper with a modern, effective means of automated matching and compiles the percentage of matching with the sources. The report is sent to the student and the supervisor. The supervisor makes the decision to admit the paper to defense, by considering the revision of coincidences. The share of coincidence (literal citation) of the text of the paper with the original material should not exceed 8 percent.
5. A student shall not be awarded a point if he or she is found to be in breach of a integrity standard at the thesis defense stage.
6. If temporary commission confirms a case of confirmation of the case of the violation of the integrity standard after the award of the academic degree, the body awarding the academic degree shall cancel the awarded academic degree.
7. In case of a relevant appeal, by the decision of the Academic Council, a temporary commission consisting of at least 3 members may be established to investigate the fact of violation of the principle of integrity.
8. The temporary commission must investigate the details of the alleged breach within a reasonable time. It shall hear the views of all interested parties, including the author of the paper. The temporary commission makes its decision by consensus.
9. The following types of decisions are made by the temporary commission:
 - A) Confirmation of the case of violation of the principle of integrity;
 - B) Rejection of the case of violation of the principle of integrity.

Chapter II. Academic and Invited Staff

Article 5. Staff Carrying Out Educational and Scientific-Research Process

1. The teaching and research process of the University is carried out by academic and invited staff.
2. A person who has the necessary qualifications to produce the learning outcomes provided by the program may participate in the implementation of educational programs. In assessing the suitability of a qualification, the academic degree of the person, special education received, publications and/or professional experience are taken into account.

Article 6. Academic Freedom

1. Academic and invited staff are free in the teaching and research process.
2. The implementer of the component of the educational program or part of it decides the content of the component and the method of teaching, however, s/he is obliged to take the necessary measures to achieve the learning outcomes of the educational component.

Article 7. Types of Academic Positions

1. Academic Staff are: Professor, Associate Professor, Assistant Professor, Assistant. Academic staff is accountable to the School Board and Dean.
2. A professor direct the department (field), program or module, teaching and research activities of students. Professors are responsible for the quality of the relevant direction of the educational program, the deepening of international cooperation and the conduct of public relations.
3. An associate professor leads the students' teaching and research activities, separate module or program component(s), and may also lead the educational program or department (field).
4. An Assistant Professor and an Assistant assist a Professor or Associate Professor in the implementation of the individual component of the module or program.
5. Taking into account the workload, the staff is divided into full-time and part-time employees. However, both categories of academic staff may be affiliated with the University.
6. Affiliated academic staff are those whose scientific research results and scientific communication with third parties are associated with the University. The content of the affiliation may be specified in agreement signed with the University. Despite the affiliation, each member of the University is equally involved in achieving the goals of the University's mission, including community development and knowledge sharing.
7. The affiliated staff has a full understanding of the essence of affiliation and, within the powers delegated to it, consciously contributes to the development of the University, which is confirmed by the affiliation agreement of the parties.
8. Only Affiliate Professor, Associate Professor, Assistant Professor and the Assistant is authorized to participate in the activities of the Academic or Representative Council with the right to vote.

Article 8. Invited Staff

1. The University is authorized, without holding an academic position, to invite a specialist with relevant qualifications to participate in the educational and/or scientific research process.
2. The qualification of the invited staff is assessed by the academic degree of the person, special education acquired, publications and/or professional experience.

Article 9. Researcher

1. A researcher is a scientific staff of an independent scientific-research unit established within a school, who carries out scientific-research activities. He is authorized to participate in the educational process and to lead the students' scientific research activities. The rules and conditions of hiring scientific staff are determined by the School Board. An employment contract shall be signed with the scientific staff.
2. A postdoctoral student is a person with a doctorate or an equivalent academic degree who can be employed in a school scientific-research unit on the basis of a fixed-term employment contract for a specific research project, in accordance with the rules determined by the School Board.

Article 10. Special Rank and the Procedure for Awarding It

1. The Academic Council is authorized to grant the academic title of an Emeritus to a Professor upon reaching the age of 65 as a reward for special merit to the University. Emeritus is eligible to participate in the educational and scientific research processes.
2. The Academic Council, confirming its commitment to university values, is authorized to grant a person one of the following statuses for scientific research achievements or other special merits before the public:
 - A) Honorary Doctor (doctor honoris causa) - for special contribution to the development of the University, for special educational, scientific-research and/or professional activities;
 - B) Research Affiliate - for support in the development of the University's research productivity, including seeking a research grant, authorship or co-authorship of a publication or other research result;
 - C) Affiliate per Shared Values - for the supervision of doctoral or postgraduate students or for involvement in university research.

Article 11. Academic Staff Workload Scheme

1. The individual workload of the staff is determined by the workload scheme calculated for the academic year, which is approved by the relevant School Board. The list of workload scheme components and threshold number of hours are approved by the Academic Council upon submission by the School Board.
2. The full-time workload is 1760 hours per year (40 hours per week for 44 weeks) and includes teaching activities, scientific-research activities, consultations and participation in university activities. The academic staff workload scheme shall be applied to a part-time employee (880 hours per year) in proportion to his/her workload.
3. Teaching activities include in-class work, preparation for a lecture and knowledge testing components, checking students' papers or otherwise assessment of knowledge, may also include the development of a new educational program, module or separate component of the program, supervision of doctoral and postgraduate students.
4. Scientific-research activities may include: preparation, translation, editing, reviewing of papers to be published on behalf of the University, preparation of a grant project, implementation of a research project, involvement of master's and doctoral students in research, organization of a scientific conference or drafting of a conference speech. Development and publication of monographs and textbooks can be done once in three years, in the format of freeing the person concerned (by employment as a researcher) from the teaching process for one semester.
5. Participation in university events may include: involvement in the work of university and school governing bodies or commissions, in the performance of the functions of a separate administrative unit, in activities planned beyond the educational program, in enhancing international cooperation, and in conducting public relations. In the case of a performance of permanent administrative functions, the mandatory workload of academic staff shall be reduced by 50%.
6. Personnel who have workload during the full academic year shall be paid the contractual remuneration on a monthly basis, during 12 months. In case of excess of

performance of annual workload hours, by the decision of the school dean, overtime hours may be considered as hours worked for the workload of the following academic year or may be paid the additional remuneration for them.

7. Invited and academic staff with semester workload less than part-time workload shall be remunerated on an hourly basis.

Chapter III. Rules for Holding an Academic Position

Article 12. Announcement of Competition

1. Academic positions are held through open competition in accordance with the principles of transparency, equality and fairness.
2. The competition is announced by the decision of the Academic Council, at the initiative of a member of the Council or on the basis of the submission of the relevant school. The decision determines the terms and conditions of the competition. Information about the competition is published on the university website, as well as on the ranking employment website and/or in the printed media.
3. The receipt of the competition documentation shall start at least in one-month period following the publication of the information on the competition and last for at least 45 calendar days after the announcement of the competition.
4. By the decision of the Academic Council, a temporary competition commission is established for the duration of the competition.
5. The Competition Commission consists of the academic staff of the school(s) for whose educational program that the competition is announced. The school will preferably nominate a specialist(s) in the relevant field as a member of the competition commission. If necessary, it is possible to invite other specialist(s) of relevant qualifications to the competition commission.

Article 13. Holding a Competition

1. The competition shall be held by the competition commission. Holding a competition involves reviewing the competition documentation and evaluating a contestant according to the criteria set out in this Regulation.
2. The commission shall be authorized to adopt a decision if at least 2/3 of the members are present at the meeting.
3. In case of absence of contestants for the announced vacancy, a report on the failure of the competition shall be drawn up.
4. The evaluation of the contestant is carried out in accordance with the legislative (basic) and university (additional) criteria. In case of non-fulfillment of one of the basic criteria (except for the case provided for in paragraph 6 of this article), the contestant shall be disqualified. Additional criteria will be taken into account if the basic criteria are met and serve to identify the successful one among the contestants.
5. The (basic) criteria established by the legislation is:
 - A) Academic degree required: Professor, Associate Professor or Assistant Professor's academic position requires a doctoral degree; a position of assistant can be held by a doctoral candidate.

- B) Scientific-teaching experience: the Professor must have at least 6 years of scientific-teaching experience and the Associate Professor - at least 3 years of experience;
 - C) Requirements towards human resources in clinical directions defined by the sectoral characteristics of the one-level medical education program.
6. As an exception, an academic position may be held by professionally qualified staff, even without a doctorate or equivalent academic degree, if the person's qualifications are confirmed by professional experience, special training and/or publications. A person who has the necessary competence to produce the learning outcomes provided by the program is considered to have the relevant qualification.
 7. University (additional) criteria are:
 - A) Syllabus/syllabi, which are assessed by the adequacy of the content, learning outcomes and the methods of their achievement;
 - B) Scientific paper published during the last 10 years;
 - C) Scientific scholarships and grants received during the last 5 years;
 - D) Participation in scientific conferences and professional development events during the last 5 years.
 8. The competition documentation is examined and evaluated by the Competition Commission without the participation of the contestants. According to the decision of the commission members, the contestant may be invited for an interview and/or requested to give a public lecture (presentation) on one of the issues specified in the syllabus submitted by him/her.
 9. After reviewing the competition documents, the commission makes a decision through open voting by the majority of votes. In case of equal distribution of votes, the vote of the chairperson of the commission shall be decisive.
 10. The decision of the competition commission is recorded in the minutes, which is signed by the chairperson of the competition commission. Other members of the competition commission confirm their participation in the work of the commission by signing the attendance sheet.
 11. The decision of the competition commission is notified to all the contestants with an indication of the time limit for appeal.

Article 14. Appealing a Decision of the Competition Commission

1. A decision of the Competition Commission may be appealed to the temporary appeal commission established by the Academic Council for the purposes of the competition within the time limit set for the appeal. A person who was a member of the Competition Commission whose decision is being appealed may not participate in the Appeals Commission.
2. The Appeals Commission is authorized to invite the contestant to the session, as well as the member(s) of the Competition Commission. The contestant is eligible to express his opinion at the meeting of the Appeals Commission.
3. The Appeals Commission is authorized to change the decision of the Competition Commission and submit the relevant motion to the Academic Council. The decision shall be recorded in the minutes.

Article 15. Appointment to Academic Positions

1. The appointment of a contestant to the academic positions shall be recorded in the Academic Council act, which shall be published in accordance with the rules established by law. An employment contract shall be concluded with the selected staff.
2. A person shall be elected to the academic position of Professor and Associate Professor for an indefinite period of time, and to the academic position of Assistant Professor and Assistant - for a term of three years.

Article 16. Attestation

1. Academic staff elected for an indefinite period of time is subject to mandatory attestation once in 5 (five) years.
2. The purpose of the attestation is to check/confirm the compliance of the professional skills, academic activities and scientific activities of the relevant academic staff with the requirements for the position held.
3. The attestation is ensured by the attestation commission established by the Academic Council in accordance with the rules established by the Academic Council.
4. The attestation is carried out on the basis of the analysis of the workload scheme provided for in this Regulation, which fully reflects the information on the scientific-pedagogical activities of the academic staff and the implemented activities.
5. The decisions of the attestation commission are recorded in the minutes, which is submitted to the Academic Council.

Chapter IV. Educational Program

Article 17 - Planning-Development of an Educational Program and Submission for Accreditation/Authorization

1. Any person of relevant qualification or school has the authority to develop or initiate modifications to the educational program.
2. The educational program or its modifications shall be submitted by the School Board with a positive conclusion of the Quality Culture Committee for approval by the Academic Council.
3. The Academic Council approves the educational program or provides motivated remarks and recommendations to the school. The decision of the Academic Council is based on the analysis of the labour market, which may include the need to establish a new profession or interdisciplinary direction in the labour market. The labour market research is carried out by the Project Management Office with the active participation of the relevant school.
4. The Academic Council approves the program if it considers it confirmed that:
 - A) The learning outcomes of the program ensure the competitiveness of graduates in the educational and labour markets;
 - B) the combination of program components ensures the achievement of the program objectives and learning outcomes;
 - C) The content of all components of the program, taking into account the teaching methods and the amount of credits, ensures the achievement of the objectives

- and learning outcomes set by this component, which is adequately reflected in the syllabus of the relevant component;
- D) The program is provided with human and material resources.
5. The following participate in the process of preparation of the educational program:
- A) Academic and invited staff of the school;
 - B) Students of educational programs of the relevant field, and in the absence of such, of the adjacent specialty. It is also possible to invite students of a similar program from another university;
 - C) Graduates of educational programs of the relevant field, and in the absence of such, of the adjacent specialty;
 - D) Potential employers;
 - E) Experts and practitioners in the field.
6. The following also participate in the process of preparation of the educational program:
- A) Student Services Center
 - B) Department of International Admissions (If required)
 - C) International Relations Department;
 - D) Personnel Development Department;
 - E) Department of Financial Resources Management and Logistics;
 - F) Library.
7. The stages of developing an educational program are:
- A) Identification of the parties involved in the work process, if any, the head of the educational program and/or the co-head;
 - B) Formation of the objectives of the educational program, the expected learning outcomes and the structure of the educational program or its components;
 - C) Development of syllabi;
 - D) Identifying the resources needed for the educational program and planning their provision;
 - E) Interactive discussion by the persons involved in the development of the educational program, modification of the identified needs and requirements, as well as the initial version of the project program based on feedback;
 - F) Preparation of a self-evaluation report on the developed program, in which all persons participating in the development of the educational program participate;
 - G) Review of the educational program and self-evaluation report by the school board and submission to the Quality Culture Committee.
8. The package submitted to the Quality Culture Committee should consist of:
- A) Self-evaluation report;
 - B) Educational program (which should be accompanied by a mechanism for evaluating the learning outcomes of the program);
 - C) Syllabi of the courses provided by the program;
 - D) Summary of the academic and invited staff implementing the educational program (which should include a list of papers published in the last 10 years), documents certifying their qualifications and a document certifying the employment relationship with the university;
 - E) documentation reflecting the strategic planning methodology of the program (SWOT analysis and/or other);

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- F) Market research (report on market demands, demand for the program);
 - G) Documents confirming the involvement of stakeholders in the development of the program;
 - H) Memoranda with the institutions implementing the practice;
 - I) Budget for the educational program;
 - J) Documentation related to internationalization;
 - K) Documents of Program evaluation implemented by experts and practitioners in the field (if any);
 - L) As well as the information or documents required for the accreditation of the relevant program.
9. The Quality Culture Committee prepares an opinion based on the review of the educational program and, if necessary, makes recommendations to the relevant school on the further improvement of the program.
 10. After the program is approved by the Academic Council, the University submits an application for accreditation.
 11. The school is authorized to implement an educational program after obtaining the right (accreditation/ authorization) to implement it.

Article 18. Re-Accreditation of an Educational Program

1. The preparatory process for accreditation of an educational program for a new term shall be conducted in accordance with the rules set forth in the previous article.
2. The issue of re-accreditation of an educational program is also considered in case of at least one of the following modifications to an educational program:
 - A) Language of instruction;
 - B) Qualification to be awarded;
 - C) If it is merged with another educational program;
 - D) The educational program is split (unless it is determined to submit self-evaluation in advance for a separate program).
3. In addition to the documents specified in paragraph 8 of the previous article, the following shall also be submitted to the Quality Culture Committee, 1 month before the submission of an application for re-accreditation or an application for the accreditation:
 - A) In case of a master's/doctoral educational program, list of master's/doctoral theses defended during the last 5 years (if any);
 - B) Documents certifying the implementation of activities for the development of academic, invited and scientific staff (trainings, business trips, advanced training courses, exchange, international and/or local projects that serve the development of professional or teaching skills);
 - C) Documents proving the use of the Learning Outcome Evaluation Mechanism;
 - D) Student/graduate/employer/staff survey forms, survey results and documentation confirming their use;
 - E) Documents confirming the assessment of professional performance of the staff (quality of teaching and research, international mobility rate, etc.) and the effective use of this assessment in the professional development of the staff;
 - F) Documents certifying involvement of students in research programs;
 - G) Graduate employment rates;

H) Documents confirming student support activities.

Article 19. Consequences of Modifying or Canceling an Educational Program

1. In case of any modification(s) to the educational program that require re-accreditation, students enrolled in the educational program before introduction of the modification continue to study according to a modified educational program, with an individual curriculum, so that the learning outcomes provided for by this program are achieved.
2. Upon cancellation of the educational program, the University shall provide the further education for existing students:
 - A) through internal mobility, on other compatible educational programs at the University;
 - B) By offering external mobility.
3. If the university does not implement an educational program compatible with the canceled program, the University shall sign an agreement with another authorized higher education institution on the recognition of the program studied by the students and inform the National Center for Educational Quality Enhancement about the decision.
4. Within 30 calendar days after the issuance of the relevant act on the cancellation of the educational program, the information must be reported in writing to the National Center for Educational Quality Enhancement.
5. The decision to cancel the educational program shall be made by the Academic Council of the University, on its own initiative or on the basis of the initiative of the School Board or the head of the program or the Quality Culture Committee.

Article 20. Monitoring and Periodic Evaluation of the Implementation of the Educational Program

1. The school, at the end of each academic year, conducts a self-evaluation of the existing educational programs and submits it to the Quality Culture Committee no later than July 30 of the relevant reporting year.
2. The University shall submit a self-evaluation report(s) of educational programs to the National Center for Educational Quality Enhancement at least once every 3 years.
3. Program monitoring and periodic evaluation is carried out with the involvement of academic, invited and administrative staff, students, graduates, employers, experts and practitioners. The results of the satisfaction survey of the parties involved in the implementation of the program shall be reviewed by the Quality Culture Committee.
4. The implementation and periodic evaluation of the implementation of the educational program is carried out according to the quality management mechanisms given in the Quality Culture Committee Regulation.

Article 21. Educational Program Module

1. An educational program can be built on the principle of modules. The module combines the components with each other according to prerequisite-based or alternative connection principle and is aimed at developing one or more competencies provided by the program.

2. In the case of a prerequisite-based connection, the precondition for accomplishment of each subsequent component is to achieve the learning outcomes provided for in the previous component; In the case of an alternative connection, the learning outcomes are achieved through accomplishment of a certain part of the components combined in the module.

Article 22. Syllabus

1. The objective of the program component and learning outcomes, methods of achieving them, amounts of credits, content, assessment system, compulsory and auxiliary literature are reflected in the syllabus. The university syllabus form shall be used in the development of a syllabus. The syllabus shall be developed by the person directly responsible for the implementation of this component.
2. If different persons are responsible for the implementation of the component, the relevant component may be offered with alternative syllabi.

Article 23. Research Paper

1. The average size of a master's thesis is 10,000 words, and the average size of a doctoral dissertation is 40,000 words. The paper is submitted to the relevant school in printed (bound) and electronic form.
2. The paper is completed in the language provided by the educational program. In case of implementation of the program in several languages - the thesis is completed according to the student's choice.
3. The number of spelling, stylistic and grammatical errors may affect its evaluation or be considered as a basis for refusing to accept the paper.
4. The paper is produced in A4 format, with vertical orientation, the margins are 25mm for all four sides, using the corresponding language Unicode characters, font size - 12, footnote font size - 10, line spacing - 1.5.
5. The pages are numbered sequentially. It is not allowed to leave an empty page or space.
6. The standards set by the University Press are used for citation and bibliography.
7. The citation is appropriate if any quotation is given in quotation marks and the paraphrase and the source of the opinion are identifiable as a footnote and shall indicate the author, paper, year of publication and page. Any violation of this rule is considered plagiarism.
8. The paper consists of the following components:
 - A) Title page;
 - B) Table of contents;
 - C) List of abbreviations used;
 - D) Introduction;
 - E) Main part (chapters/subchapters);
 - F) Conclusion;
 - G) Bibliography/list of used literature;
 - H) Appendices (tables/diagrams).
9. The title page indicates the name of the University, the author of the paper, the title of the research, the supervisor and the date of submission (year).
10. The table of contents reflects the names of all the chapters and subchapters.

11. The dissertation shall be accompanied by a list of cited literature, as well as the application about originality of the work.
12. The copyright property rights belong to the author and New Vision University, jointly.

Chapter V. Student

Article 24. Purpose of Student Contingent Planning

1. The purpose of student contingent planning is to determine the maximum number of students to ensure the sustainability and smooth implementation of all educational programs individually.
2. The main factors determining the student contingent for the educational program are:
 - A) Number of staff implementing educational programs (academic and invited);
 - B) Number of administrative and support staff;
 - C) Teaching and supporting facilities owned by the University;
 - D) Material and information resources;
 - E) Material resources (memoranda/agreements) used by the University for the period of authorization;
 - F) Demand (trend) for the program in the national educational market;
 - G) Demand (trend) for the program in the international educational market;
 - H) Labour market trend and analysis of employers' requirements;
 - I) Specifics of the program;
 - J) Data on postgraduate education/taking and passing licensing examinations in regulated professions;
 - K) Student retention rate;
 - L) Dynamics of students with active and suspended status;
 - M) The share of graduates in the contingent of the admitted students;
 - N) Dynamics of internal and external student mobility.
3. In determining the total university contingent of students, additionally the following shall be taken into account:
 - A) number of educational programs in separate directions;
 - B) Difference between the number of vacancies to be announced and the number of potential graduates, as well as the estimated rate of student mobility;
 - C) Total number of students in the existing programs within the authorization period, taking into account the estimated coefficient of suspension of student status.

Article 25. Targeted Benchmarks of Student Contingent Planning

1. Human resources:
 - A) The ratio between the academic staff required for the implementation of the educational program and the maximum number of student contingent should not exceed $1/20$;
 - B) The share of academic staff in the total number of the staff implementing the program should not be less than 30%;
 - C) The share of the number of affiliated staff in the total number of academic staff should not be less than 50%;
 - D) The ratio of scientific supervisors and master's/doctoral students should not exceed $1/5$;

- E) The ratio of key administrative staff to the student contingent should not exceed 1/30.
- 2. Material and technical resources, which implies the existence of a suitable environment for receiving high quality education, in particular:
 - A) Access to auditoriums, laboratories or medical bases;
 - B) Access to library resources, including student work rooms, co-working space and computer classrooms
 - C) Access to space for sports, cultural and other non-class activities.
- 3. Additional factors according to the levels of teaching:
 - 3.1. When planning the maximum number of students for undergraduate and one-level education programs, the following shall be taken into account:
 - A) the ratio of the number of students to the number of staff implementing the program, and the workload of this staff;
 - B) the annual number of students admitted;
 - C) the number and volume of groups per admission in relation to the various components of the program;
 - D) the number of students registered for the program in the Unified National Examinations during the last three years;
 - E) The number of applications made by foreign citizens for the program during the last three years;
 - F) Annual student mobility coefficient for the last three years (annual percentage rate of the difference between inflow and outflow of students through mobility);
 - G) Number of potential graduates.
 - 3.2. When planning the maximum number of students for a master's program, the following shall be taken into account:
 - A) The ratio of the number of students to the number of staff implementing the program;
 - B) The annual number of students admitted;
 - C) Number of groups per admission;
 - D) The number of student applications for the program for the last two years;
 - E) The number of applications made by foreign citizens for the program during the last two years;
 - F) Annual student mobility coefficient for the last two years (annual percentage rate of the difference between inflow and outflow of students through mobility);
 - G) Number of potential graduates;
 - H) The ratio of the number of master's students to the number of supervisors of master's theses.
 - 3.3. When planning the maximum number of students for a doctoral education program, the following should be taken into account:
 - A) the number of applicants for doctoral studies during the last three years;
 - B) The number of potential graduates once in 3 years;
 - C) The rate of defense of the doctoral theses;
 - D) The ratio of the number of doctoral students to the number of scientific supervisors;
 - E) Annual student mobility coefficient for the last three years (annual percentage rate of the difference between inflow and outflow of students through mobility).

Article 26. Requirements for Student Enrollment in the University

1. Obtaining the status of a University student is carried out in accordance with the legislation of Georgia and this Regulation.
2. A student is enrolled in the bachelor's and one-level educational program on the basis of the Unified National Examinations, in the master's programs - on the basis of the Unified Master's Examinations and University exams, and in the doctoral program - by fulfilling the enrollment prerequisites established by the school dissertation board regulation.
3. In exceptional cases established by law for foreign citizens or a citizen of Georgia, the enrollment of a person should be carried out in accordance with another rule established by the Ministry of Education and Science of Georgia, on the basis of a decision of the Academic Council. In these exceptional cases, an additional prerequisite for enrollment in English-language programs is the submission of an international certificate verifying, at least, B2 level proficiency in the English language according to Common European Framework of Reference for Languages or the fulfillment of the exceptional conditions set by the Academic Council. In case of passing the Unified National Examinations, the Academic Council is authorized to increase the minimum competency level set for English.
4. In order to obtain student status, a person must meet the prerequisites for enrollment in the relevant program and is required to undergo administrative registration. Administrative registration includes filling out a registration application, submitting mandatory documents and paying tuition fees. In case of a change of personal data and contact information by the student, he/she is obliged to inform the university about it. According to the changed personal data, appropriate changes are made in the student registration data.
5. A candidate must submit the following documents to the University:
 - A) A copy of an ID card (passport in case of foreign citizenship);
 - B) Qualification document (school leaving certificate, for master's program - bachelor's diploma, for doctoral program - master's diploma or its equivalent qualification document, and in case the education is acquired at an educational institution of another country – document certifying qualification equivalent to the qualification provided by the legislation of Georgia);
 - C) A copy of the document certifying military registration (only for Georgian citizens);
 - D) Photograph (3X4);
 - E) A document certifying the payment of the amount of tuition fees that exceeds the obtained state educational, social or other grant.
6. A candidate for enrollment by transfer (mobility) is obliged to additionally submit to the University:
 - A) Extract from the student enrollment order;
 - B) Student study card (marksheet);
 - C) Certificate of student status (excerpt from the order on suspension/termination of student status).
 - D) For English language programs - international certificate verifying, at least, B2 level proficiency in the English language according to Common European Framework of Reference for Languages or other document proving relevant knowledge (in the

absence of the above documentation, the student is given the opportunity to confirm English language proficiency through an in-university examination).

Article 27. Signing of an Agreement

1. If the preconditions for enrollment are met, an agreement shall be concluded between the student and the University for the duration of the respective educational program.
2. It is permissible to amend the conditions stipulated in the contract if it improves the legal status of the student.

Article 28. Academic Registration

1. After the payment of the semester tuition fee, the student goes through the academic registration. Academic registration involves the selection of components of an educational program with an average of 30 credits per semester. If the student needs less than 15 credits in the final semester of study to obtain the academic degree, the tuition fee for this semester shall be calculated in proportion to the credits taken.
2. The student has the right to change the choice within two weeks from the beginning of the semester, cancel the registration for a specific component, or choose an additional component.
3. In order to ensure the transparency of the choice provided by the educational program, the student is entitled to choose the core or elective components, major and minor specialties provided by the educational program during registration.
4. The student has the right to re-enroll for the completed component in order to improve the attained learning outcome.

Article 29. Mobility

1. The student is guaranteed the right to mobility in accordance with the rules established by law.
2. In case of external and internal mobility, a Credit Recognition Commission is established, which determines the compatibility of the student's learning outcomes achieved within the educational program, as well as the components passed in the Unified National Examinations, with the requirements of the educational program where mobility takes place. The Commission is authorized to request the student the syllabi of the components passed and/or to pass the exam. The decision on compatibility is made by the Academic Council upon the submission of the Credit Recognition Commission.
3. In case of modification of the program, the component selected by a student both before and after the modification shall be credited. In case of merging programs, when some direction ceases to exist, the credits earned by a student in this direction shall be credited within the framework of additional specialty or free concentration.
4. Internal mobility is implemented before the start of the new academic semester. Additional conditions may be determined by decision of the Academic Council.

Article 30. Suspension of Student Status

1. The grounds for suspension of student status are:
 - A) Personal application;

- B) Non-payment of the semester tuition fee within the established period or financial debt;
 - C) An illness that causes a student to be excluded from the learning process for a long period of time;
 - D) Pregnancy, childbirth and/or child care leave;
 - E) Studying at a higher education institution in a foreign country, except for studying within the framework of an exchange educational program.
2. During the period of suspension of student status, the University and the student are released from fulfilling their obligations under the contract, except for the obligations that arose before the suspension of status.
 3. Upon suspension of the status, the tuition fee paid for the semester for which the student has not received the respective services, shall be reserved. The tuition fee for the current semester shall be reserved for the student if he/she applies for the suspension of status to the University no later than 4 weeks after the start of the respective semester.

Article 31. Restoration of Student Status

1. Student status can be restored before the beginning of the semester by paying the semester tuition fee within the established period.
2. In case of restoration to another program, on the basis of establishment of the compatibility of learning outcomes by the Credit Recognition Commission, the necessity of taking additional components may be determined.
3. The status of a student shall not be restored if there is a ground for termination of the status provided for in this Regulation.

Article 32. Termination of Student Status

1. The grounds for termination of student status are:
 - A) Completion of the educational program of the respective cycle;
 - B) Transfer to another higher education institution through mobility;
 - C) Personal application;
 - D) Suspension of student status for more than 5 (five) years;
 - E) Failure to achieve the learning outcomes, which is manifested by the failure to pass the same compulsory component twice or non-compliance with the program requirements for an additional 4 semesters, in the case of a doctoral student the failure to pass the components provided in the first semester as well (respectively, obtaining 0 credits).
 - F) Behavior incompatible with student status.
2. The tuition fee paid shall be refunded to the student if s/he files an application with the University for termination of the status no later than 4 weeks after the start of the respective semester.

Article 33. Duration of the Educational Program and the Course of the Educational Process

1. A Bachelor's program covers 240 credits (8 semesters), a one-level medicine program - 360 credits (12 semesters), a one-level program of dental medicine - 300 credits (10 semesters), a Master's program - 120 credits (4 semesters), and a duration of a

doctoral program is at least 6 semesters and its learning component includes no more than 60 credits.

2. The academic year is divided into two 6-month semesters of fall and spring. The fall semester begins on the second Monday of September, and the spring semester begins on the second Monday of March. The dates of the beginning and end of the educational process are determined annually by the decision of the Academic Council.
3. The student creates his/her profile within the freedom granted to him/her by the educational program: s/he forms major and minor qualifications as s/he desires, completes concentrations and decides the order of choosing the offered components.
4. Offering a component of an educational program is the prerogative of the person directly responsible for the implementation of that component. The University ensures that a reasonable number of compulsory and elective subjects are offered for the respective semester.

Article 34. Language of Instruction

The language of instruction is determined for each educational program, according to the rules established by the legislation of Georgia, and is reflected directly in the educational program.

Article 35. Credit Valuation of Student's Academic Load

The student's academic load is manifested in credits. One credit is 30 astronomical hours. The student's academic load shall be determined by the syllabus of the component of the educational program and includes: contact hours and hours of independent work. In-class academic hour is 50 minutes, break - 10 minutes.

Article 36. Program Component

1. A component of an educational program is calculated for 19 weeks. In individual cases, it is permissible to offer a component focused on a shorter term.
2. The type of in-class work, independent work and knowledge evaluation shall depend on the method of attainment of learning outcomes.

Article 37. Rules for developing the student's individual curriculum

1. In order to introduce an individual approach in the educational process and to support a student, taking into account his/her different requests, special educational needs and the level of academic preparation, it is allowed to teach the student with an individual curriculum.
2. A prerequisite for the development of an individual curriculum can be:
 - A) inability of the student to continue his/her studies with the standard curriculum of the educational program;
 - B) consideration of the different requests of the student (when carrying out external and internal mobility, the different level of the student's academic preparation).
 - C) In case of cancellation of the educational program, at which time the university provides the student of the program with further education.
3. The student should apply to the school implementing the respective program with the request to draw up an individual curriculum.

4. The school administration shall discuss the issue of developing an individual curriculum with the participation of the student and make a decision taking into account the resources of the University.
5. When developing an individual curriculum, the school must take into account that the student's academic load per year may be less than or equal to 60 credits, but not more than 75 credits. Within the framework of the educational program of a certified medical worker, the student's academic load can be determined by the individual curriculum as more than 60 credits during one academic year, within the duration determined by the field characteristics of the educational program of a certified medical worker; the number of credits added above 60 credits shall not exceed 15 credits in total.

Article 38. Knowledge Assessment

1. A multi-component system of knowledge assessment is used to assess the achievement of learning outcomes.
2. Intermediate assessments and final exams are mandatory in each component. The exam consists of or includes a written element. The final exam shall not exceed 40 points (40% of the total grade).
3. The university has a 100-point (100%) assessment system. The evaluation system consists of five types of positive evaluations:
 - A) (A) Excellent - 91% - 100% of the maximum grade;
 - B) (B) Very good - 81% -90% of the maximum grade;
 - C) (C) Good - 71% -80% of the maximum grade;
 - D) (D) Satisfactory - 61% -70% of the maximum grade;
 - E) (E) Sufficient - 51% -60% of the maximum grade.
4. The component shall be regarded passed in case of receiving 51 points (51%). The minimum competency level set for the final exam is 50% of the final grade.
5. A student shall be admitted to the final exam, if s/he can accumulate 51 points, taking into account the mid-term assessments and the maximum score of the final exam.
6. A student who fails to score 51 points or fails to pass the minimum competency level set for the final exam shall be admitted to the additional exam if he / she has accumulated 41 points.
7. Additional examination may not be conducted within less than 5 days after the main examination.
8. The student is notified of the assessment on the electronic portal.

Article 39. Rules of student conduct on the exam

1. Examinations are provided by the examination center. Adherence to the standard of academic honesty is mandatory during the examination process and therefore it is not allowed to:
 - A) Talk or hint in any form;
 - B) Use of materials not permitted by regulation;
 - C) Leave the examination hall before the end of the examination;
 - D) Use mobile phone.

2. When performing any of the actions specified in Paragraph 1, the student shall be removed from the examination, the paper shall not be evaluated and the student shall lose the right to retake the respective examination.
3. If there are any questions during the exam, the student should raise his/her hand and ask the question only after the observer arrives.
4. It is permitted to drink water and take medication during the exam, as well as to use other necessary items or study materials due to the needs of the exam or the special needs of the student.
5. When conducting the midterm and/or final exam in a combined format, the oral exam shall be conducted by the lecturer delivering the study component. The exam shall be subject to audio-visual recording and storing so that it can be appealed, the answers can be revised and it can be re-evaluated. The grade obtained in the oral exam is notified to the student individually by uploading the grade on the portal, not publicly.

Article 40. Appeal Against Evaluation

1. The student is entitled to get acquainted with the evaluated paper directly and to appeal the result within 3 calendar days from the posting on the student's portal.
2. The student should indicate in the application which specific issue or what component of the assessment s/he is appealing against.
3. Within 7 days of receiving the application, the school shall ensure that the appealed paper and the student's grievance are submitted to the head of the component, who reviews the grievance and makes the following decisions based on the re-examination of the paper:
 - A) on the satisfaction of the complaint and the increase of the grade. In case the evaluation changes by more than two points, the head of the component is obliged to substantiate his / her decision;
 - B) on the refusal to satisfy the complaint.
4. By the decision of the head of the component, the school is authorized to establish a special temporary commission for the purpose of reviewing the complaint. The composition of the commission shall be as follows: the head of the component, person involved in the implementation of the component or another qualified alternative person, the dean of the school. The student shall present a substantiated complaint to the commission, it is possible for the commission to ask additional questions regarding the appealed issue.
5. The decision on the satisfaction or dismissal of the student's complaint shall be made within 1 working day after the commission is held and the result shall be uploaded on the Student Portal.
6. The minutes shall be drawn up on the progress of the commission, which should be available to the student directly interested.

Article 41. Exam Re-Take

1. A student is entitled to request re-take exam if the student has not appeared for the exam due to a health condition or other reason deemed excusable by the school dean. The school administration must be notified of the absence immediately upon the occurrence of the relevant circumstances.

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2. If student misses an exam due to health condition, the student must submit a doctor's note issued by the authorized medical institution/doctor specifying circumstances that hindered student's ability to take the exam. It is desirable that the relevant notice is submitted immediately, but no later than 5 days after the exam.
3. Exam re-take shall be scheduled during the exam re-take week.

Article 42. Issuance of a Document Certifying Qualification

The educational program is completed if the student has achieved the learning outcomes provided by the program. The student is awarded the academic degree provided by the program and is given a diploma certifying the qualification.

Article 43. Behavior Incompatible with Student Status and Liability Procedure

1. Behavior that interferes with the learning process or has an unacceptable impact on the evaluation of learning outcomes is incompatible with student status.
2. Behavior incompatible with student status entails appropriate liability.
3. The decision to impose liability is made by disciplinary commission established for this purpose and must be substantiated and proportionate.
4. The student shall be entitled to attend the discussion of the issue and submit available information and evidence to the commission.
5. The disciplinary commission makes a decision by consensus.
6. The types of liability are:
 - A) Warning;
 - B) Cancellation of unlawfully obtained assessment;
 - C) Termination of student's status.
7. Termination of student's status as a measure of liability shall be used only in case the student has committed:
 - A) Forgery of documents or records;
 - B) Attempt to obtain an assessment by full or partial misappropriation of another's work, deception, physical or psychological pressure;
 - C) Violence, threats or particular ill-treatment of a student, academic, administrative or support staff;
 - D) Repeated disciplinary misconduct, within 1 year after the warning;
 - E) Committing other crime punishable by Criminal Code of Georgia.
8. The decision to terminate the status of the student shall be made by the Academic Council, based on the decision of the Disciplinary Commission.