



AVICENNA
Batumi Medical University

„Approved by”

*the General Meeting of Partners of Avicenna –
Batumi Medical University, LLC on August 1,
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The Regulation Rule for the Study Process of Avicenna-Batumi Medical University

Contents:

Article 1. Scope of Regulation	2
Article 2. Electronic System of Study Process Management and Antiplagiarism System	2
Article 3. Obtaining Avicenna -Batumi Medical University Student Status Based on Unified National Examinations	3
Article 4. Enrollment in Avicenna – Batumi Medical University without Passing the Unified National Examinations	3
Article 5. Suspension of the Student Status	5
Article 6. Termination of the Student Status	6
Article 7. Mobility.....	7
Article 8. Academic Year	9
Article 9. Compliance with the Requirements of an Educational Program	10
Article 10. Student Assessment Rule	11
Article 11. Instructions for Conducting Exams and Student Obligations.....	13
Article 12. Appeal Process for Exam Results.....	17
Article 13. Examination Monitoring	18
Article 14. Credit Recognition Procedure	20
Article 15. Rules for Awarding a Qualification.....	22

Article 1. Scope of Regulation

1.1. This rule regulates the study process of the educational programs of "Avicenna - Batumi Medical University" LLC (hereinafter - "Avicenna" or "University"), including the procedures for the issuance of legal acts related to student status, the recognition of learning outcomes achieved by a student (hereinafter - "Recognition of Credits") when moving to Avicenna from other higher education institutions of Georgia (Mobility), changing the educational program at University (Internal Mobility) as well as restoring the study or studying abroad, the insurance of further education to students in case of modification or cancellation of the educational program and awarding a qualification to a student.

1.2. The rule for conducting the study process in a distance/electronic format and the regulation for its implementation are determined by the Decision of the Academic Council of the University or the Order of the Rector.

Article 2. Electronic System of Study Process Management and Antiplagiarism System

2.1. The study process of the University is managed by the Electronic System of Study Process Management (hereinafter - the "Electronic System"), in accordance with the Information Technology Management Policy of "Avicenna - Batumi Medical University" approved by the Order of the Rector of the University.

2.2. To use the Electronic System, the University staff/student ("system user") is given an account record with the assigned function and role (user profile/account), through which the system user operates in the modules of the Electronic System (record creation, editing, browsing, etc.);

2.3. In case of fault detection in the Electronic System, the user of the system applies in writing to the University administration through electronic case management.

2.4. The function of the administrator of the Electronic System for managing the study process is performed by the Deputy Dean of the relevant school; the Scientific Research Center for Health and Longevity is responsible for the administration of the Electronic System when evaluating the originality of the paper; the monitoring of the process is carried out by the Quality Assurance Service.

2.5. The assessment of the originality of the student's work is carried out through the electronic plagiarism detection system (Turnitin) (hereinafter - "Anti-plagiarism System" or "Turnitin program"), which provides an effective check of the work (comparison of the text

of the work with other works/materials and, and in case of similarities, reflects those documents with which the similarity is detected in the program report).

Article 3. Obtaining Avicenna -Batumi Medical University Student Status Based on Unified National Examinations

3.1. The basis for obtaining the status of Avicenna student is the results of the unified national exams, except for other cases specified by the legislation.

3.2. The deadlines for academic and administrative registration of the person entitled to enroll in the relevant program of Avicenna, submission of documents required for a student's file, and conclusion of a contract are determined by the Order of the Rector of Avicenna.

3.3. The person entitled to enroll in the relevant program of Avicenna is obliged to conclude an agreement with Avicenna – Batumi Medical University within the timeframe set for registration by the Order of the Rector; to undergo administrative registration (pay tuition fee) and academic registration (choose the study courses provided by the program in the Electronic System) processes.

3.4. After registration at the University, submission of the relevant documentation, and signing the contract in accordance with the form approved by the Order of the Rector, the Rector of the University issues an Order to enroll the eligible person in the relevant educational program of Avicenna - Batumi Medical University, on the grounds of which s/he will obtain the status of a student of Avicenna - Batumi Medical University.

Article 4. Enrollment in Avicenna – Batumi Medical University without Passing the Unified National Examinations

4.1. The entrant student will have the right to enroll in the University without passing the Unified National Examinations by the Order N224 / N of the Minister of Education and Science of Georgia of December 29, 2011.

4.2. According to the Order of the Minister of Education and Science of Georgia, a person entitled to enroll in University without passing the Unified National Examinations is entitled to enroll and start studying at Avicenna – Batumi Medical University within 1 year after the issuance of the Order of the Minister.

- 4.3.** The right to obtain student status is enjoyed by:
- a) Citizens of a foreign country and stateless persons who received a complete general education or its equivalent education in a foreign country;
 - b) Citizens of Georgia who received a complete general education or its equivalent education in a foreign country and who studied the last 2 years of a complete general education in a foreign country;
 - c) Citizens of foreign countries (except for students participating in a joint higher education program and students participating in an exchange education program) who study/studied and acquired credits/qualifications in a foreign country at a higher education institution recognized by the legislation of that country;
 - d) Citizens of Georgia (except for students participating in a joint higher education program and students participating in an exchange education program) who live/lived, study/studied and received credits/qualification in a foreign country at a higher educational institution recognized by the legislation of this country for the period determined by the Ministry of Education and Science of Georgia.
- 4.4.** Student status is obtained after registration at the University and submission of a document confirming complete general or its equivalent education at least and signing an agreement (academic contract) between the student and the University.
- 4.5.** An additional condition for the enrollment of foreign citizens, as well as Georgian citizens with general/higher education from a foreign country or stateless persons, is the recognition of the authenticity of their education documents by the National Center for Educational Quality Enhancement and the granting of the right to enroll in the University by Order of the Minister of Education and Science of Georgia.
- 4.6.** The Dean's Office of the relevant school is authorized to conclude an agreement with the person entitled to enroll in University after submitting:
- a) Application of the person entitled to enroll at the University;
 - b) Document confirming the payment of tuition fee;
 - c) Documents required for the administrative procedure for the student's file: Identity card/passport, copies of documents certifying education verified by the legislation, etc. other

documentation stipulated by the University's administrative procedure instructions and/or the legislation;

4.7. The order of the Rector of the University on student's enrollment in Avicenna – Batumi Medical University without passing the Unified National Examinations shall be issued to the person entitled to enroll in the University, in compliance with the requirements of this Article and based on the report about concluding a contract submitted by a Dean of a relevant school.

4.8. The order of the Rector of the University on enrollment in the foreign language educational program without passing the Unified National Examination shall be issued and the study process shall be conducted (academic and administrative registration, suspension/termination of student status, etc.) by the relevant legislation of Georgia, this rule, the terms of the relevant memorandum on the attraction of people interested in enrollment in University (if any) and the agreement with a student.

Article 5. Suspension of the Student Status

5.1. The grounds for suspension of University student status are:

- a) Failure in administrative and/or academic registration;
- b) Personal statement (without specifying the reason);
- c) Other cases stipulated by the legislation.

5.2. A student must apply a statement to the Rector of Avicenna no later than 15 days after the start of the relevant semester to request the suspension of student status. In exceptional cases (a student's long and severe illness, force majeure, pandemic, technical and/or other objective circumstances), when the inability of the student to participate in the learning process is confirmed, an exception may be made and the student's status may be suspended by the order of the Rector on the grounds of the Dean's submission. A student studying at University within an additional semester/year is not eligible for suspension of student status. Five years after the suspension of a student's status, the status is terminated.

5.3. Based on the student's personal statement, Avicenna's student status may be suspended for a period of not less than 1 year and not more than five years.

5.4. A student with suspended status based on a personal statement shall apply to the Rector no later than 15 days after the start of the relevant semester (spring or autumn in which s/he was suspended) to return to the study process. Based on the student's substantiated statement and upon the nomination by the Dean, the order of the Rector on

the return of the student to the study process may be issued no later than 21 days after the beginning of the relevant semester.

5.5. A person whose status has been suspended due to failure to submit a personal application, or administrative or academic registration can return to the study process in a different semester within the time framework of external/internal mobility, based on the relevant credit recognition report.

5.6. Suspension of student status (or cancellation of the result of academic registration) on the grounds of failure at academic registration excludes the accrual of tuition fees for the student for the relevant semester (accrued tuition fees must be adjusted/removed).

5.7. Only in case of cancellation/expiration of the accreditation of educational programs based on accreditation, the student of this program is suspended as a student of the University, by the rules established by the legislation of Georgia; S/he is entitled to participate in mobility for 5 years after the suspension of the status and continue his / her studies in another educational program.

5.8. In case of program change/cancellation/accreditation expiration, students' legitimate interests should be taken into account and they should be allowed to continue their studies (students should be informed about the program's accreditation deadlines in a reasonable period so that they may exercise their right to mobility, special mobility or others should be announced, etc.

Article 6. Termination of the Student Status

6.1. The grounds for termination of University student status are:

- a) Personal statement;
- b) Completion of the relevant educational program;
- c) Failure to comply with the requirements of the relevant educational program;
- d) Expiration of a 5-year period from the suspension of University student status;
- e) Death;
- f) The case stipulated in the Internal Regulations of the University, the Code of Ethics, and the contract concluded with the student or other case envisaged by the legislation of Georgia.

6.2. If a student fails to meet the requirements of the educational program in an optimal time (12 semesters for "Medicine" one-cycle program), administrative proceedings are

initiated against him/her for issuing an order of the Rector to terminate Avicenna's student status. A student who has more than 75 credits left to fulfill the requirements of the educational program, his / her student status is terminated, and if s/he has 75 or fewer credits left to accumulate, the study period can be extended by one academic year/semester based on his / her statement presented before the expiration date of the administrative proceedings.

6.3. The legal consequences provided by the legal act on termination of student status arise twelve months after the issuance of the order. During this period, student status is considered suspended and the student is entitled to exercise the right of mobility unless the grounds for termination of student status are incompatible with the charter of the host institution.

6.4. In case of termination of student status, its re-acquisition is allowed by the rules established by the legislation.

Article 7. Mobility

7.1. The procedure for a student's movement from one higher education institution to another institution (hereinafter - mobility), as well as from one educational program to another educational program at the University (hereinafter - internal mobility) is determined by the Order N 10/N of 4 February 2010 "On the Approval of the Procedure of Movement between Higher Education Institutions" of the Minister of Education and Science of Georgia.

7.2. The administration of the student mobility process is conducted by a legal entity under public law - the Education Management Information System (hereinafter - the management system).

7.3. A student wishing to move to Avicenna must register through the electronic system, make a mobility application, pay the mobility fee, and in case of receiving a positive answer, submit the following documents by the deadline set by the order of the Rector of Avicenna:

- a) statement (a sample will be posted on Avicenna's website);
- b) a copy of the identity card;
- c) a copy of the document confirming a complete general education;
- d) a certified copy of the order of enrollment in the educational institution and all legal acts determining the status of the student;
- e) a certified copy of the transcript/document of the credits accumulated by the student;

- f) a copy of the conscript's military registration certificate (or military ticket, if any);
- g) a copy of the document confirming the recognition of the education received in a foreign country (if any);
- h) Student's statement of approval or rejection on the credit recognition report (sent/notified by the University).

7.4. Avicenna student is entitled to move from one educational program to another educational program at the University (internal mobility). Avicenna student can use this right after the first semester of studying at the University.

7.5. The University announces internal mobility twice a year - for the autumn and spring semesters.

7.6. A student with a suspended status can enjoy the right to mobility (including internal mobility).

7.7. A University student wishing to change the educational program (internal mobility) in Avicenna must submit the following documents within the timeframe determined by the Order of the Rector: a) application (the sample will be posted on Avicenna website); b) copy of the identity card; c) copy of transcript; d) statement on approval or rejection of the mobility applicant on the credit recognition report (sent/notified by the University).

7.8. A person whose student status has been suspended and who wishes to return to Avicenna's study process must submit the following documents within the timeframe determined by the Order of the Rector:

- a) statement (the sample will be posted on the university's website);
- b) copy of the identity card;
- c) copy of transcript;
- d) copy of the Order on suspension of student status;
- e) statement on approval or rejection of the mobility applicant on the credit recognition report (sent/notified by the University);
- f) Avicenna Tuition Debt Settlement Statement/Tuition Fee Payment Receipt (if the person incurs tuition debt).

7.9. If the number of applicants for internal mobility exceeds the number of vacant places, the criteria for admission to the educational program can be determined based on the decision of the relevant School Council.

7.10. An order to return to the study process of a person with a status suspended in tuition fee arrears will be issued only if the student has paid the tuition fee arrears by the time the enrollment order is issued.

7.11. Avicenna - Batumi Medical University student is entitled to participate in the international exchange program (hereinafter - international mobility), following the requirements of the relevant Order of the University Rector.

7.12. The student is obliged to agree (confirm by signing) the learning agreement to be signed between the student and the host university (the so-called "Learning Agreement") with the Head of the Quality Assurance Service of the University.

7.13. Before the start of the International Mobility Semester, a student participating in the University Exchange Educational Program applies to the Rector of the University and submits the study contract ("Learning Agreement") and a letter of consent/invitation from the receiving University. Based on the above-mentioned statement, upon the nomination of the office report by the Dean of the relevant School, the order of the Rector is issued to send the student to study in a foreign country/university for a certain period.

7.14. During the period of participation in international mobility, the student status of the University is not suspended. Academic registration for a student during this period involves registration on study courses at a partner foreign higher education institution. During the period of international mobility, the student continues his / her studies by the rules established by the legislation of the host country and the agreement (memorandum) concluded with the University.

7.15. Based on the application of the student participating in the international exchange program, the Order of the Rector of the University is issued to return a student to Avicenna study process, and taking into account the conclusion of the appropriate recognition of the credits acquired by him/her, the stage of education (semester) is determined.

Article 8. Academic Year

8.1. The terms of the beginning and end of an academic year and semesters at the University, the preparatory work for the smooth running of the academic year, as well as the academic and administrative registration are determined by the order of the Rector and published on the official website of Avicenna (www.avicenna.ge).

8.2. The academic year consists of two semesters and each semester includes 19 weeks, of which:

- a) 15 weeks are dedicated to contact work with the students (lecture/group work / practical /seminar and/or laboratory study), including one week for midterm exams;
- b) 3 Weeks - Basic Exam Session;
- c) 1 week - Additional exam session.

8.3. If necessary for the learning process, the Academic Council or Rector is authorized to determine a different number of weeks for classroom work.

Article 9. Compliance with the Requirements of an Educational Program

9.1. The study process at Avicenna is carried out by the educational program approved by the University Academic Council, in the form of attendance. The study process can be conducted according to an individual curriculum, which is prepared taking into account the relevant circumstances, the interests of the students / University, and the level of academic training.

9.2. The individual curriculum (individual study plan) can be developed according to the methodology approved by the Academic Council. The curriculum can be developed within the framework of the complete educational program, as well as for individual courses, no later than 2 weeks after the beginning of the semester.

9.3. Student's individual curriculum is reviewed and approved by the Academic Council upon nomination by the Faculty Council.

9.4. To determine the student's study load, a credit is used - a unit that expresses the amount of work required by the student to achieve the learning outcomes determined by the components of the educational program, expressed in a time unit - hours. One credit includes 25 astronomical hours, of which no more than 15 hours are contact hours, and the rest - independent work (depending on the specifics of a particular educational program, a different ratio of contact and independent hours per credit is allowed). 25 contact hours are the time determined for the student's learning activities with the involvement of the staff implementing the educational program component, and the independent hour is the time for the student's learning activities without the involvement of the staff implementing the educational program component.

9.5. A student's compulsory workload for one academic year includes 60 credits (ECTS). It is allowed to register no more than 75 credits (ECTS) during an academic year.

9.6. Within the educational program of Medical Doctor the annual study load of the student includes 60 credits (ECTS), taking into account the duration, volume, and structure defined by the relevant sector benchmarks. According to the individual curriculum of a student, the annual study load of the student can be determined by more than 60 credits (ECTS). Within the educational program of Medical Doctor, the total number of credits over 60 credits (ECTS) should not exceed 15 credits (ECTS) in total determined by the medicine sector benchmarks.

9.7. Credits are distributed among all components of the curriculum (such as modules, study courses, laboratory studies, study practice, etc.)

9.8. Student's academic workload includes:

- a) Lecture, group work, seminar, practical, laboratory, and other practice;
- b) Independent study;
- c) Study and clinical practice;
- d) Preparing for and passing exams;
- e) Working on, presenting, and/or publishing educational-scientific (scientific-research paper, conference report, scientific article, seminar paper);

9.9. Study Course/module is taught for one semester. A student is entitled to choose a free component (study courses) within an educational program.

9.10. Within the timeframe of academic registration University student is entitled to:

- a) Replace an elective course/module that s/he had registered in the previous semester but failed with another elective course/module;
- b) Repeat the study course to improve assessment. The student will be given a better result in the final assessment.

9.11. The student is obliged to follow the logical sequence of the study courses established by the educational program (a precondition of the educational / research component) while academic registration.

Article 10. Student Assessment Rule

10.1. The achievement of a student's learning outcomes stipulated by the program is confirmed by the assessment obtained in the individual components. The components of a student's evaluation are the midterm and the final evaluation, which constitute the final

evaluation. Assessment methods are used to assess the achievement of the learning outcomes defined in the component of the educational program, and the assessment criterion is the measurement unit of the assessment method, thereby determining the level of achievement of the learning outcomes.

10.2. The maximum grade of the study component (study course, module, practice, scientific-research project/thesis, etc.) is equal to 100 points, of which 60 points are allocated to the midterm assessment and 40 points to the final assessment. A minimum competency threshold should be defined in each assessment component. The share of the minimum competence limit of the final assessment should not exceed 60% of the final assessment. In the cases provided by the Medicine Sector Benchmarks of Higher Education, the share of the minimum competence limit of the final assessment may exceed 60% of the final assessment.

10.3. The midterm evaluation includes:

- a) Midterm exam evaluation - maximum 20 points;
- b) Current assessments - maximum 40 points. Components of current assessment can be written inquiry (test, resume, essay, situational task, case study, etc.), oral inquiry (discussion, debate, presentation, seminar activity, etc.), and other forms of assessment (role play, imitation, simulation, Poster, etc).

10.4. Forms of final assessment are final exam, research project, or other type of assessment.

10.5. The syllabus of a specific component of the program clearly describes the evaluation forms and criteria, it is recommended:

- a) Each written inquiry of the current assessment to be evaluated with a maximum of 10 points;
- b) Each oral survey of the current assessment to be evaluated with a maximum of 5 points;
- c) In the current assessment, the open-question test used in the midterm and final exam to be evaluated with a maximum score of 1 point;
- d) In the current assessment, the closed test used in the midterm and final exams to be evaluated with a maximum score of 0.5 points;

10.6. The midterm exam is conducted in a written form, and the final exam - in a written or combined (written and oral) form. In the case of a combined examination, the share of the written part shall be not less than 50% of the total score. Due to the specifics of the field, it is allowed to conduct the final exam only orally or in test form. It is recommended that the

final exam tasks include: theoretical topics, practical assignments, situational tasks, tests, and other types of assignments according to the assessment criteria and rubrics stipulated in the syllabus.

10.7. The minimum competency threshold for the midterm evaluation is 21 points. The minimum competency threshold in clinical courses is not less than 45 points. A student who fails to pass the minimum competency threshold is not admitted to the final exam.

10.8. The minimum competency threshold for the final exam is 20 points.

10.9. The final grade of the student is divided into categories in the study component defined by a program:

a) (A) Excellent - 91 points and more;

b) (B) very good - 81-90 points;

c) (C) good - 71-80 points

d) (D) Satisfactory - 61-70 points;

e) (E) Sufficient - 51-60 points;

f) (FX) Could not pass- 41-50 points, which means that the student needs more work to pass and is allowed to take an additional exam once with independent work;

g) (F) Failed - 40 points or less, which means that the work done by the student is not enough and s/he has to study the subject again.

10.10. The student/graduate grade point average (GPA) is used at University. To calculate the grade point average, the sum of the number of credits corresponding to the course/module and the sum of the multiplications of the coefficient (Up to 50 points - 0; from 51 to 61 -1.55; from 61 to 71 -2.16; from 71 to 81 - 2.77; from 81 to 91 - 3.38; over 91 -4) corresponding the grade (score) obtained by the student in the same course is divided by the sum of the credits. $GPA = (\sum GP \cdot CR) / (\sum CR)$, Where GP is the corresponding coefficient of the assessment received for a particular course and CR is the corresponding credit for that course.

Article 11. Instructions for Conducting Exams and Student Obligations

11.1. The schedule of exams to be held in the University's main educational unit (School) (study course, student group, time, venue, course lecturer, observer, etc.) is approved by the Rector of Avicenna upon submission by the School Dean.

11.2. The exam schedule should be published within the following timeframes:

- a) midterm exams - no later than 1 week before the exam;
- b) final exams - no later than 2 weeks before the exam period;
- c) additional exams - no later than 1 week after the beginning of the exam period.

11.3. Taking into account the specifics of the study course and/or other objective circumstances, it is possible to determine the exam dates different from those established by this article.

11.4. No later than 10 days before the exam (intermediate/final/additional), the person conducting the study course (hereinafter - the course lecturer) is obliged to submit exam questions/tickets to the branch department or update the existing ones.

11.5. The final/additional exam tickets/topics are handed to the Head of the relevant branch department, who in turn is obliged to determine the compliance of the submitted exam tickets/topics with the syllabus of the study course.

11.6. Examination topics and tickets for the exams taking place in the school are approved at the meeting of the relevant branch department, recorded in the minutes of the meeting, and signed by the head of the branch department.

11.7. The duration of the written exam should be 2-3 hours for the final/additional exam, and 1-1.5 hours for the midterm exam.

11.8. In case of an oral inquiry in the student group, the examination ticket/material shall be issued simultaneously to no more than three students. The probation period given to the student should not exceed 20 minutes.

11.9. Taking into account the specifics of the subject, the lecturer has the right to determine a different duration and form of the exam, which should be reflected in the syllabus of the relevant course.

11.10. In the case of combined (oral and written) exams, the gap between the components should not exceed one day.

11.11. The start and end time of the exam should be communicated to the students in advance (announced and/or written on the board when it is held in the classroom) before the exam begins. In addition to the mentioned, the lecturer/observer is obliged to inform the students in the classroom about expiration 15 minutes before the end of the exam.

11.12. A place will be allocated in the examination room where the student will leave his/her bag, book, and/or any other item, the use of which is not allowed during the examination.

11.13. An invigilator and/or administrative staff representative attend the exam together with the lecturer of a study course.

11.14. Before distributing the exam ticket/material, the lecturer of the study course has the right to assign the desk/seat to the students at his discretion.

11.15. Before distributing the exam materials, the subject lecturer/invigilator is obliged to inform the students about the procedure for conducting the exam and the procedure for appealing the results.

11.16. Work on the exam question can be started after the exam ticket/materials are distributed or/the relevant material is loaded in the computer and the exam countdown has begun. In case of violation of the instruction, the student will receive a warning, and in case of reoccurrence of the offence, he will be disqualified from the exam.

11.17. The student is obliged to: a) appear at the place of examination at the time determined by the examination schedule. In case of delay (after the distribution of exam tickets, and the start of the computer exam), s/he will not be admitted to the exam;

b) have an identity card (or passport) which should be placed in the corner of the desk;

c) place extra items, except for writing pens, drinking water, and things necessary for health, in a specially designated place until the end of the exam, otherwise, s/he will be disqualified from the exam;

d) check the defects of his/her exam ticket/material, in case of damage, contact the lecturer/invigilator of the study course. No such claim will be accepted after the exam countdown has begun;

e) write the name, surname, school, name of the study course, and the name and surname of the lecturer on the cover page of the exam ticket/material;

f) not start working on the exam ticket until the exam countdown begins;

g) perform the exam task with a blue pen (it is prohibited to put an identifying mark or any kind of indication on the exam paper);

h) after completing the work, hand over the exam ticket/material and works to the invigilator/lecturer of the study course; in the case of a computer-based exam, inform the invigilator about the completion and leave the exam place.

11.18. During the examination process, it is also prohibited to:

- a) Bring a mobile phone or other electronic device, as well as an item containing information on the subject of the exam, to the exam. (Students found with these items will be disqualified from the exam.)
- b) Engage in conversation with other students or negotiate with them. (The student will receive a warning for the first offense. In the case of repeated or similar violations, the student will be disqualified from the exam.)
- c) Use a mobile phone or other electronic device instead of a calculator. (The student will be disqualified from the exam.)
- d) Copy and/or use any kind of electronic device, mobile phone, etc. to gain an unfair advantage. Such devices will be considered cheating tools. Additionally, any notes or papers that are not issued with the exam task or do not have the signature of the lecturer/invigilator will be disqualified from the exam.
- e) Transfer the calculator and/or the code to another student. This will be considered an attempt to cheat. If the behavior is repeated after a warning, both students will be disqualified from the exam.
- f) Ask questions related to the content of the exam task directly to the subject lecturer/observer. If a violation is detected, the student will be given a warning, and in case of repetition, the student will be disqualified from the exam

11.19. Dismissal from the exam can occur due to any other violation of discipline by the student. Examples of such violations include engaging in loud and disruptive conversations, receiving or providing help from another person, intentionally damaging the exam ticket/material, prompting answers, moving in the auditorium without permission, or otherwise interfering with the conduct of the exam or others.

11.20. The student is obliged to comply with the instructions given by the lecturer/invigilator of the subject, including withdrawal from the exam if required.

11.21. In the event of a violation of the rules established by this instruction, the student will be disqualified from the exam, and a grade of "0" will be assigned.

11.22. The student must indicate their name and surname on the exam paper. After the exam, the student's work must be coded by a specialist or responsible person from the relevant field department. The coded papers will then be handed over to the lecturer of the subject, who will return the corrected papers to the same specialist or responsible person.

11.23. Once the department's specialist/responsible person has decoded the papers and identified the students, the lecturer of the subject enters the students' evaluations in the electronic system of the educational process management, in the appropriate field.

11.24. The lecturer of the subject is required to evaluate the exam papers of the students within the specified time frames, taking into account the number of students in the group, as follows:

- a) For groups with 1 to 25 students, the evaluation should be completed within 2 days.
- b) For groups with 25 to 50 students, the evaluation should be completed within 3 days.
- c) For groups with 50 to 70 students, the evaluation should be completed within 4 days.
- d) For groups with more than 70 students, the evaluation should be completed within 5 days.

11.25. The assessment of the computer-based exam will be communicated to the student immediately after the completion of the exam. A single extract of the exam results for the relevant course/group will be provided to the subject lecturer/specialist of the department.

11.26. Inappropriate and irrelevant opinions included in the exam papers will not be evaluated. Exam papers that contain names, surnames, or any kind of graphic image that is not related to the exam task will not be graded.

11.27. The final exam ticket/material, depending on the specifics of the training course, may include:

- a) Theoretical questions - each question is evaluated with a maximum of 5 points.
- b) Practical tasks - each task is evaluated with a maximum of 5 points.
- c) Situational tasks - each task is evaluated with a maximum of 5 points.
- d) Open and/or multiple-choice tests - maximum of 1 point.
- e) Closed tests - maximum of 0.5 points.
- f) Other types of tasks - each task is evaluated with a maximum of 5 points.

11.28. The lecturer of the subject is required to provide the students with the results of the exam within the deadlines specified in this regulation

Article 12. Appeal Process for Exam Results

12.1. Within 3 days of receiving the results of the midterm or final exam, the student may submit a written complaint (if any) to the office of the dean of the relevant faculty. The

complaint will be handed over to the lecturer of the relevant subject for a response within 2 working days.

12.2. The lecturer of the relevant subject will consider the submitted complaint within 2 working days.

12.3. The dean has the authority to make a decision to review the student's evaluation through a commission.

12.4. If the complaint is upheld, the chairperson of the commission will submit a report to the Rector, about reflecting the revised exam grade/mark in the electronic management system.

12.5. If the complaint is not considered within 5 working days from its submission or a negative decision is made by the lecturer, the student has the right to appeal to the Rector of Avicenna University. The Rector will establish an appeal commission to review the complaint.

12.6. The commission, at its first meeting, has the right to determine the rules for evaluating the student, which should comply with the applicable rules of Avicenna University and the specifics of the relevant subject.

12.7. The Appeals Committee has the authority to change the student's grade (but not for the worse) or uphold the original grade. The decision of the committee is recorded in a protocol, signed by the committee members, and presented to the Rector.

12.8. If the complaint is upheld, the chairperson of the appeals commission will submit a service report to the Rector, about reflecting the revised exam grade in the electronic management system.

Article 13. Examination Monitoring

13.1. Exams at the University are conducted and monitored by the following individuals: the Deputy Rector for Academic and Strategic Direction, the Head of the Quality Assurance Service of the University, the Dean's Office of the relevant school, subject departments, heads of educational programs, subject lecturers, and authorized observers selected from academic, visiting, administrative, and/or support staff.

13.2. After the final/supplementary examination period, the branch department is required to submit the students' examination papers to the Quality Assurance Service of the University. The Quality Assurance Service is responsible for ensuring compliance with the

evaluation syllabus, conducting relevant analysis, and implementing measures as stipulated by the legislation and legal acts of Avicenna University.

13.3. Following the examination period, based on the report from the Quality Assurance Service, the Rector may establish a commission consisting of representatives from the Quality Assurance Service and individuals who were not involved in the correction of the examination papers or the review of appeals. The commission will examine the exam papers and provide the appropriate conclusion to the Rector.

13.4. The individual responsible for the exam, which includes the subject lecturer/observer, is obligated to:

- a) Arrive at the exam venue at the scheduled time, preferably at least 15 minutes before the exam begins.
- b) Receive the exam tickets/materials in the exam auditorium, distribute them to the students, and inform the students about the remaining time for the exam.
- c) Monitor the progress of the exam and ensure compliance with the student behavior rules during the exam.
- d) In the event of a violation of this instruction, issue a warning to the student, disqualify them from the exam, make a note on the exam paper stating "disqualified from the exam" with the appropriate reason, and submit it to the school administration.
- e) Answer procedural and technical questions from the students within their authority. If any issues arise, contact the school administration for assistance.
- f) Notify the students about the remaining 15 minutes of the exam time.
- g) Collect the exam papers from the students and hand them over to the school administration.
- h) In the case of a student being disqualified from the exam, complete a violation report according to the attached form (Form N1) and submit it to the authorized person along with the exam paper.

13.5. Any violations of the rules outlined in this article will result in disciplinary proceedings being initiated against the observer.

Article 14. Credit Recognition Procedure

14.1. The recognition of credits follows the principles of the European Credit Transfer and Accumulation System (ECTS). This system focuses on the student and aims to ensure transparency in learning outcomes and the learning process. Its purpose is to facilitate the planning, implementation, and evaluation of educational program components, as well as the recognition of knowledge, skills, competencies, and student mobility.

14.2. The credit recognition procedure is carried out by the head of the relevant educational program and/or a credit recognition commission established by the dean of the school (referred to as the "commission") in accordance with the legislation of Georgia and this rule. In some cases, there may be multiple commissions depending on the educational programs.

14.3. The commission may consist of the following members:

- a) The head/coordinator of the educational program/direction and/or individuals recommended by them, including academic staff or invited experts with relevant qualifications if necessary.
- b) The head of the quality assurance service of the University.
- c) Other representatives from the academic and administrative staff of the school, as determined by the dean of the school.

14.4. The commission convenes as required and can commence its work when more than half of the commission members are present. The chairman presides over the commission's sessions, and decisions regarding credit recognition are made by majority vote. Minutes are taken during each commission session, documenting the proceedings, and are signed by the chairman, commission members, and the secretary.

14.5. The decision regarding the compatibility of a student's learning outcomes from another educational program with the program they are enrolled in and the recognition of corresponding credits is formalized in the form of a conclusion. The conclusion is signed by the chairman of the commission, commission members, and the secretary. If no commission is established, the decision is made by the head of the program, dean of the school, and head of the quality assurance service.

14.6. When assessing the compatibility of a student's learning outcomes with the University's educational programs, the following credits are recognized:

- a) Mandatory and optional/free credits. A study course that corresponds to a course offered in Avicenna's educational programs can be recognized as an optional/free credit.

b) Depending on the objectives and outcomes of the program, credits from a course that is not part of Avicenna's educational programs may also be recognized.

14.7. Considering the specific requirements of the educational program, if the number of credits for recognizing optional/free credits exceeds the limit, the commission selects the study courses in which the student has achieved the highest grades. Based on the student's request, it is possible to recognize credits from other study courses, not just the one with the highest grades, through a transfer process until the student's enrollment is reflected in the higher education management information system according to the Rector's legal act.

14.8. If the name and number of credits of a completed study course match those of a valid study course at the University, automatic recognition can be granted. If the number of credits earned by the student exceeds the number of credits for the corresponding University study course, only the number of credits specified by the program (within the limits for compulsory and free/elective courses) will be recognized.

14.9. If the credits earned by the student for a particular study course are lower than the credits assigned to the corresponding study course, the decision regarding the recognition of that study course is made by the head of the program/commission. This decision is based on an analysis of the learning goals and outcomes outlined in the study course syllabus. If the study course is recognized, the commission grants the student the number of credits corresponding to the first completion of the course in USD (recognizing a slight excess of credits, up to 30%, is permitted).

14.10. Depending on the number of recognized credits, the student is advised to continue their studies from the relevant semester indicated in the attached scheme (form N2) accompanying this rule.

14.11. The head of the program/commission has the authority to establish additional restrictions and allow the possibility of continuing education beyond what is specified in the scheme outlined in this article. This can be done based on the specific requirements of the educational program, such as if the prerequisites for certain study courses have not been fulfilled or for other objective reasons.

14.12. To request recognition of credits or learning outcomes achieved within a higher education program during a period of study abroad, the student must submit an application to the dean of the relevant school. The application should include the name of the foreign higher educational institution ("Foreign Higher Education Institution"), faculty, specialty/educational program, study period, completed study courses/modules, grades obtained, awarded credits (if applicable), and the volume of study courses in hours. It should

also mention any research work or internships completed at a foreign higher education institution or a relevant organization, specifying the number of hours devoted to research/practice. The application for credit recognition acquired abroad must be accompanied by supporting documentation, including a learning agreement and a transcript of records issued by the foreign institution after the completion of studies. These documents should indicate the completed study courses/modules, the number of credits earned, and the assessment received. Notarized certified translations of these documents should also be provided. After preparing the conclusion, the student submits a request to the National Center for the Development of the Quality of Education, a public entity, for the recognition of the education received abroad.

14.13. If a student has undertaken research work or an internship at a foreign higher education institution or a relevant organization, they must submit an official document issued by an authorized unit and certified by an authorized person. This document should include a brief description of the research work/experience completed, the number of hours devoted to research/practice, ECTS credits earned, and the grade received (if applicable).

Article 15. Rules for Awarding a Qualification

15.1. Upon completion of the educational program, the Dean of the School ensures the study of the graduates' personal files on a commission basis. The Qualification Committee should include the Dean of the School; the Head of the relevant department, the Head of the Educational Program, Specialist of the Dean's Office.

15.2. The Qualification Committee studies in detail the personal file of each student, taking into account the electronic management system of the learning process, higher education management system, and the acts issued by the University, finds out whether the student has fulfilled the requirements stipulated by the educational program or not. If there is a shortcoming in the student's personal file, the School Dean's Office ensures that the necessary measures are taken to eliminate it at the earliest available time (if the shortcoming is caused by the student – s/he is given the optimal time for correction and the necessary recommendations are issued. In case of any shortcoming in the University administrative procedure, a project of the relevant legal act is prepared /appropriate actions are taken).

15.3. The Qualification Committee prepares a report to be submitted to the School Council. The conclusion of the Committee shall mention the qualification and specialty to be awarded to each graduate (in Georgian and English);

15.4. In case of full fulfillment of the requirements stipulated by the educational program, the person is awarded the appropriate qualification, and a diploma with a standard supplement is issued.

15.5. A person who did not, or could not, fulfill the requirements stipulated by the educational program and has more than 75 credits (ECTS) of the program to accumulate, the status of a student is terminated.

15.6. Based on the conclusion of the Qualification Committee, the School Council makes a decision on awarding an academic degree/qualification to a student, which shall be reflected in the register of the Education Management Information System in due time; Upon the submission by the School Dean, the Rector of University prepares an order to issue a diploma with a standard supplement for the student.

Form 1.

Act of Violation of Examination Instructions

This protocol confirms that ----- student of the
..... study year of the school ----- of the
educational program -----

violated the rules for conduct at the examination, -----
----- the requirements stipulated by Article -----
----- of the Regulation of the Educational Process of Avicenna-Batumi Medical University,
namely :

The date of examination: -----

The time of examination: ----- hour and ----- minute.

Study course: -----

Observer / Course lecturer -----

Another person (observer/administration representative)

Form N2

Credit Recognition Scheme for Mobility/continuing studies in the Fall Semester

For Educational Programmes, the duration of which is 2 years:

Recognized credits (ECTS)	Stage of Study
0 - 44 ECTS	I Semester
45 ECTS and more	III Semester

For Educational Programmes, the duration of which is 3 years:

Recognized credits (ECTS)	Stage of Study
0-29 ECTS	I Semester
30 - 104 ECTS	III Semester
105 ECTS and more	V Semester

For Educational Programmes, the duration of which is 4 years:

Recognized credits (ECTS)	Stage of Study
0-14 ECTS	I Semester
15-89 ECTS	III Semester
90-164 ECTS	V Semester

165 ECTS and more	VII Semester
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For Educational Programmes, the duration of which is 5 years:

Recognized credits (ECTS)	Stage of Study
0-9 ECTS	I Semester
10- 74 ECTS	III Semester
75-149 ECTS	V Semester
150 – 224 ECTS	VII Semester
225 ECTS and more	IX Semester

For Educational Programmes, the duration of which is 6 years:

Recognized credits (ECTS)	Stage of Study
0-9 ECTS	I Semester
10- 74 ECTS	III Semester
75-149 ECTS	V Semester
150 – 224 ECTS	VII Semester

225 - 284 ECTS	IX Semester
285 ECTS and more	XI Semester

Credit Recognition Scheme for Mobility/continuing studies in the Spring Semester
For Educational Programmes, the duration of which is 2 years:

Recognized credits (ECTS)	Stage of Study
0-74 ECTS	II Semester
75 ECTS and more	IV Semester

For Educational Programmes, the duration of which is 3 years:

Recognized credits (ECTS)	Stage of Study
0-64 ECTS	II Semester
65 - 139 ECTS	IV Semester
140 ECTS and more	VI Semester

For Educational Programmes, the duration of which is 4 years:

Recognized credits (ECTS)	Stage of Study
0 - 49 ECTS	II Semester
50-124 ECTS	IV Semester
125-199 ECTS	VI Semester

200 ECTS and more	VIII Semester
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For Educational Programmes, the duration of which is 5 years:

Recognized credits (ECTS)	Stage of Study
0 - 34 ECTS	II Semester
35- 109 ECTS	IV Semester
110-184 ECTS	VI Semester
185 – 259 ECTS	VIII Semester
260 ECTS and more	X Semester

For Educational Programmes, the duration of which is 6 years:

Recognized credits (ECTS)	Stage of Study
0-19 ECTS	II Semester
20 - 94 ECTS	IV Semester
95-169 ECTS	VI Semester
170 – 244 ECTS	VIII Semester
245 – 319 ECTS	X Semester

320 ECTS and more

XII Semester