

# Caucasus International University Student Noteworthy (Memorable) Letter (Student Notification)

Each student at Caucasus International University has to follow the requirements of legislation, university statute and other legal acts of the university and Internal Regulation; fulfill academic requirements established by educational program; fulfill the obligations under signed contract with the university. University Internal Regulations are provided on the university web page.

In order the academic process to be planned properly and any further problems to be avoided, it is essential to become familiar with the content of the Academic Process Regulations.

## **1. Administrative / Academic Registration of Students and Examination Process**

1.1. In order Student to be involved in the academic process, he/she goes through administrative and academic registration, the terms of which are defined by Rector's order.

1.2. Administrative Registration starts **2** weeks before the term starts and lasts for 3 weeks. During an administrative registration a student is obliged to pay one-third of the term tuition fee (determined payment rule for university entrants; please, see 1.4), otherwise a student is not authorized to go through academic registration and the administration is entitled to suspend his/her student status. The second one-third part is to be paid at the end of the 5<sup>th</sup> week of the academic process (before mid-term examination), and the remaining part – at the end of the week 14<sup>th</sup>.

1.3. Academic Registration starts 1 week before the academic process starts and finishes in 2 weeks after the academic process starts. During academic registration Student registers/ chooses suggested subjects by means of private access in "GONI"- Academic Process Management System. The student, who does not go through administrative registration, is not authorized to enter the system and go through the academic registration.

1.4. University entrants enrolled according to the legislation have to register administratively within the term determined by Rector's order. They have to present both the documents and a receipt proving that full-term tuition fee is paid.

1.5. Before start of examinations Student is obliged to check his/her financial debt by means of private access in GONI -Academic Process Management System.

1.6. Student is obliged to become familiar with the curriculum of the Program in order to plan personal academic process optimally during each term.

1.6.1. Student is obliged to become familiar with section "My Courses" by means of private access in GONI - Academic Process Management System – where his/her chosen/passed/failed subjects are listed. Student has to pay attention to the sum of credits to be taken and sum of passed credits in each section of so called "Credits to be accumulated" foreseen by the Program.

1.6.2. Student is obliged to become familiar with section –“Other Courses of the Program” -the list of academic courses (with status and credit) which the system offers during ongoing term, apart from the subjects foreseen in the Program by means of private access in GONI - Academic Process Management System.

1.6.3. First of all Student has to register for Obligatory subjects and then for Optional ones.

1.6.4. Student has to pay attention to the fact, that in case of failure in the same subject 3 times, University is authorized to suspend his/her student status.

1.6.5. Students will be entitled to register for the subjects within the framework of specific credit number (26-34) by the system. Taking a student' academic lagging into consideration, the student's semester workload may be increased with the contest of the Dean of the Faculty. However, in this case annual workload of the student must not exceed 75 credits totally. The student is to apply to a specialist in the Dean's office to take additional subjects.

1.6.5.1 The total number of credits added above 60 units, within the duration determined by the sectoral characteristics of the educational program of a graduated physician, should not exceed 15 credits in total. (01-133, 11.12.2020)

1.6.6. Several copies of the books envisaged in the syllabi are available in the University Library. A student, not having the book, is entitled to work in the library or make copies in the library or Xerox photocopiers operating in university premises. Students are not obliged to buy the book or prepare homework assignment from the book not being available in the library. If the indicated book is not in the library, students are to apply to the head of educational programme or the head of library and afterwards the literature (within the framework of syllabi) shall be purchased in proper amount by the library.

1.6.7. A student is obliged to apply to Dean's Office for any questions through CIU official email:

✓ Faculty of Medicine - [info.medicine@ciu.edu.ge](mailto:info.medicine@ciu.edu.ge) (for the students studying at Educational Programmes with English as a language of Instruction)

[info.medgeo@ciu.edu.ge](mailto:info.medgeo@ciu.edu.ge) (for the students studying at Educational Programmes with Georgian as a language of Instruction)

✓ Faculty of Social Sciences and Humanities - [info.social@ciu.edu.ge](mailto:info.social@ciu.edu.ge)

✓ Faculty of Law - [info.law@ciu.edu.ge](mailto:info.law@ciu.edu.ge)

✓ Faculty of Business and Technology - [info.business@ciu.edu.ge](mailto:info.business@ciu.edu.ge)

✓ Faculty of Viticulture- Winemaking - [info.agro@ciu.edu.ge](mailto:info.agro@ciu.edu.ge)

Dean's Office is obliged to reply every e-mail within 48 hours.

1.6.8. A student is responsible for the chosen subjects by himself/herself and accumulated credits per term.

1.6.9. Student is obliged to control how correctly the intermediate scores of the subjects have been input in "GONI". In case of inaccuracy, he/she has to apply Dean's Office at least 3 days before Final Exams.

1.7. Student is authorized to take Exam on the scheduled exam day and in case of absence he/she will not be allowed to retake the exam which was not taken during the exam period, apart from exceptional cases (please, see paragraph 3.3.)

1.8. Student has to present ID card before taking an exam; in case of not presenting he/she is not allowed to take an exam.

1.9. The student, who needs Constitution, Code and other supporting materials due to the specificity of the academic course, has to have his/her own material during the examination process. In case of using common supporting material, students will be removed from the exam.

1.10. Student is obliged to know his/her group number, the exact title of the subject and name of the lecturer/professor, otherwise Exam Centre is authorized not to allow Student to take an exam.

1.11. In case Student does not hand in the exam paper, and does not sign as a confirmation in a relevant register he/she will not be given any marks and will not be allowed to take an additional exam.

1.11<sup>1</sup> If the student does not address to the Exam invigilator at the end of the exam in Moodle and does not finish the exam - by pressing the “end button” in his/her presence, the result will not be recorded and the student will not be allowed to take the additional exam.

1.12 Student's mark will be inserted in “GONI” in no later than 7 days after taking it. Student is entitled to appeal the mark in 2 days' time after the marks are inserted in Academic Process Management System.

1.13. In case Student is dismissed from the examination, his/her exam paper will not be assessed (The information concerning dismissing him/her from the exam is noted on the exam paper and in the Exam Centre Register).

1.14. Student is obliged to:

- Check the financial status and pay the minimal amount two days before the examination period;
- Check 48 hours beforehand whether s/he is admitted to a particular exam and, if necessary, contact the dean's office;
- Turn off the mobile phone before entering the examination room and hand it over to the observer along with other personal belongings;
- Carry only an Identity Card, a pen and water (if needed), Normative Acts, the Code- allowed for specific examinations.
- After receiving an exam task, start working independently;
- Visibly place his/her ID Card on the right side of his/her desk;
- Not to leave the examination room until he/she does not finish the task.

1.15. The following points are strictly prohibited:

- Being late for an examination (in case of being late, Student will not be allowed to take an exam);
- Taking a mobile phone to the exam desk;
- Trying to cheat;
- Talking to each other, prompting and completing other students' tasks;
- passing codes and other supporting material to each other;
- Leaving the examination room during the exam without a consultation by a doctor.

1.16. Student shall be removed from the exam with depriving the right of retaking it in case of:

- Having a mobile phone on the exam desk;
- Trying to cheat;
- Violating the Code of Conduct in the examination room (making noise, rejecting an invigilator's remarks).

1.17. For cases in which a student shows disobedience the University guardian has the right to make the student leave the examination auditorium.

1.18. Cancellation of the assessment of exam papers is being done by the decision of the Head of Examination Center, which is based on information from an observer or a video recording. Also, on the basis of an explanatory note of a teacher, according to the Rector's Order. In case of violation of the rules from the part of the student, the head of the examination center programmatically "cancels" the student's exam of the given subject and the student is no longer allowed to retake it. The student can appeal the decision made by the head of the examination center to the rector of the university: the student sends the application to the e-mail service115@ciu.edu.ge within 24 hours after the cancellation of the exam.

## 2. Academic Process and Student Evaluation

2.1. Students' performance during the term is evaluated according to the following scheme:

- a) Interim evaluation – 40 point;
- b) Mid-term exam- 20/30 points;
- c) Final exam- 30/40 points.

2.2. Maximum evaluation for Final Exam is – 40 points. (The maximum score for the Master's Educational Program in Law is 30 points) Final exam is considered to be passed in case a student receives at least 16 points. (A higher limit may be determined for certain educational programmes in compliance with the decision made by Faculty Council. At present minimum limit is 20 points for final examinations at the Faculty of Medicine). The rest 60 points are divided into interim evaluation in accordance with the curricular.

2.2.1. A student, with at least 25 points (In case of the Master's Educational Program in Law is 35 points) accumulated within intermediate evaluation, is entitled to take a final exam. Taking a final exam is compulsory for every student despite having accumulated 41 points and more within intermediate evaluation.

2.3. The student, missing more than half classes of any educational component because of unreasonable grounds, will not be admitted to the final exam by the decision of the lecturer.

2.4. For the purpose of improving interim grades, students may retake seminars/practical classes missed during their studies at the discretion of academic/visiting staff, within the scope of the staff's academic freedom. In case of consent to retake missed seminars/practical classes, a student is allowed to retake no more than 3 seminars/practical classes per semester.

2.5. Conditions for taking supplementary exams:

2.5.1. A student is entitled to take a supplementary exam in case he/she:

- has accumulated points from 41 up to 50 in intermediate evaluation and final exam;
- has accumulated 51 points or more in intermediary evaluation and final exam, but was not able to accumulate the minimum amount from final exam.
- has missed a final exam due to a reasonable excuse, presented relevant proof and gained Rector's consent.

In this case, the accumulated points within intermediate evaluation mustn't be less than 25 points. (Please, see paragraph 3.3.)

**3. Conditions for restoring Mid-term/Final Exams**

3.1. The student, missing a Mid-term/Final Exam due to a reasonable excuse, is entitled to restore a Mid-term/Final exam in case he/she writes a statement, presents a relevant note in Student Service Centre within three days after the date of the specific exam. Late applications (statements) will not be considered.

3.2. A student, missing a Mid-term or Final exam due to a financial debt, is not entitled to restore exams after paying the fee.

3.3. Reasonable excuses for missing exams include: illness, death of family members, specific working schedule of State Law Enforcement Agencies, natural disasters or state of emergency.

**4. Conditions for paying fees according to credits and setting intensive courses**

4.1. A student, enrolled within the framework of mobility or status restored (except the students with suspended status due to the financial debt) and not being able to take subjects – equalled to more than 15 credits per term by educational programme because of the taken subjects, is entitled to pay fee according to taken credits.”

4.2. In case, a student is not able to complete the programme foreseen within the framework of the Educational Programme, he/she has to pay term tuition fee per additional term fully.

4.3. In case not achieving positive evaluation in an academic course and enough numbers of willing students (minimum 5 students for Educational Programmes in Georgian and minimum 3 students for Educational Programmes in English) the university is able to offer the subject of odd term in even term and vice versa. Students pay fees for such kind of subjects. The fee is determined according to the subject credit.

4.4. In case of receiving negative assessment, a student is entitled to take the course anew in the following terms. In case of necessity of creating a separate group in order the discipline to be taken anew, students learn the subject via self-financing – in compliance with the number of credits.

4.5. Students are also entitled to take intensive courses in winter/ summer terms with the maximum number of credits – 7 credits. A student is entitled to take intensive courses in winter/summers terms – the maximum number of total credits is 7. Taking intensive courses is implemented via students’ self-financing. The tuition fee for intensive course is calculated in accordance with the number of credits – 1 credit for the educational programmes with Georgian as language of instruction equals 65 Gel and for the programmes with Russian and English as languages of instruction – 80 USD equivalent in GEL.

**5. Restoring/Suspending/Termination Student Status. (Conditions of restoring status and preserving the fee paid before suspending status)**

5.1. The student, having suspended student status in compliance with the Legislation and internal legal acts of the university, is entitled to restore the status on the basis of the statement within 5 years from the moment of suspension in accordance with the present article.

5.2. The basis for suspension of student (enrolled without passing the unified national/common master's exams) status, is - if the student has not received a grade in any component, within 45 calendar days after the academic registration (in case of delay, from the beginning of the semester).

5.3. In case the student does not renew his/her status after the 5-year term in total, (Countdown of status suspension started from March 1, 2024) the student's status is automatically terminated.

5.4. The status, suspended in the previous semester, can be restored within the period of administrative registration determined by university. In exceptional cases, student status can be restored within 4 weeks after the academic process starts.

5.5. In case the student is suspended student status due to the inability of paying tuition fee in the present term, his/her student status can be restored as soon as the tuition fee is paid, in no later than 4 weeks after the suspension.

5.6. The tuition fee paid before suspension of student status is not refunded.

5.7. During restoration of student status, student pays only term tuition fee. The paid tuition fee before suspending student status or remained debt is not added to the current account.

5.8. Statement of requiring restoring student status has to be attached a receipt of paid fee of current term. (At least one-third of term tuition fee).

5.9. The paid fee before suspending student status can be added to current account of student, if a student suspends status by his/her statement within 4 weeks after academic process starts and indicates the above-mentioned point in the statement. In addition, if a student requires to suspend status because of severe health condition or being abroad for educational purpose and presents relevant documents, the paid tuition fee can be added to current account of student.

5.10. If a student does not continue studying and has a financial debt, he/she should suspend a status on the basis of personal statement. In this case, the debt of current term will be removed. If a student moves from one term to another with an active status, the debt of previous term will be maintained (will not be removed). The University is not obliged to suspend student status for every student having financial debt.

#### **Mechanisms for Protecting Students' Lawful Rights (Appeal Procedures)**

- The student has the right to appeal the result of the midterm/final exam to the faculty's appeal commission in writing within 2 days after the exam result is available in "Goni". In order to appeal the exam score, the student sends the completed appeal application form to [service115@ciu.edu.ge](mailto:service115@ciu.edu.ge) (or to the appeal commission in the application field of "Goni").

On the other hand, the student services office sends the received application to the coordinator of the quality assurance service and the dean of the relevant faculty. After that, the appeal will be considered in accordance with the appeal procedures established by the faculty regulations. The appeals commission is obliged to review the student's complaint within 3 working days and make an appropriate decision - a) either decline to comply the appeal in case the statement is groundless, b) or hand over the writing to another professor of the same field for re-examination. If the grade determined as a result of re-examination differs by more than 10% from the grade of the lecturer of the subject, the essay is handed over to a third examiner, based on the result of the examination, the commission makes a decision to adjust the grade by arithmetic mean. The decision of the appeal commission is final and cannot be appealed. (Paragraph 9/18 of the regulation of the educational process)

- In order to protect his rights and legal interests (a case that does not refer to the results of the exam), the student applies to the Dean/Rector. In case the appeal and claims are not complied with, the student receives a written explanation of the decline to the university e-mail within 3 working days. The decision can be appealed to the court. (Paragraph 16/4 of the regulation of the educational process)

- A student is entitled to appeal Rector's decree on termination student status within 5 days after becoming familiar with the degree. Information changes on status in the student electronic base is considered as becoming familiar with the degree. The appeal is reviewed by Rector with the Dean of the corresponding

- faculty and a coordinator of Quality assurance within 5 days after its reception. (*Regulation for Academic Process, Article 13/8*)
- Student status termination and annulling educational agreement is appealed in court in compliance with the regulation determined by the Legislation, according to the location of University. (*Regulation for Academic Process, Article 14/5*)

### **Appealing Sanctions within the Limits of Ethics and Fairness**

- Violations of the rules of conduct determined by the Code shall be considered by the Ethics Commission (except for plagiarism, the procedure for which is determined by the "Plagiarism Detection and Response Rule"), which determines what kind of disciplinary penalty is justified in a specific case. (*Code of Ethics Article 16/1*)
- A student or an employee who believes that the decision is based on the wrong facts or does not coincide with a previously made decision on a similar case, may appeal against the decision at the Rector. (*Code of Ethics Article 20/1*)
- The Dean of the Faculty in agreement with the Rector in connection with a Bachelor's or Master's thesis shall submit an application and attached materials to the person concerned who shall study the thesis and submit a relevant conclusion within 10 days in case of the occasion indicated in the 2nd paragraph of the 6th article. The conclusion shall be discussed at the Appeal Committee of the Faculty to which the author shall also be invited to state his/her own opinion. The decision on the existence/non-existence of plagiarism is made by the Appeal Committee of the Faculty. (*Plagiarism Detection and Response Rule Article 7/1*)
- In case of plagiarism detection in a doctoral student's research component or doctoral thesis as well as in academic personnel's research activities, the Rector shall order to set up a Commission within 10 days, which will be staffed by qualified specialists of the respective field both from the university personal (if there is no conflict of interest) and invited experts. (*Plagiarism Detection and Response Rule Article 8/1*).
- In case the fact of plagiarism is confirmed, the relevant decision can be appealed within 15 days after the decision of the Academic Council. (*Plagiarism Detection and Response Rule Article 9/1*).

### **Credit Recognition Regulation**

Credit recognition for students is carried out in accordance with the "Rules of Mobility, Internal Mobility and Credit Recognition".

Students' complaints related to credit recognition are reviewed by Quality Assurance Service and corresponding recommendations are presented to the commission. (*Mobility, Internal Mobility and Credit Recognition Regulation Article 7/1*).

### **Appeal Commission at the Faculty**

The Appeal Commission is created at the faculty, which examines the complaints of students and lecturers related to the educational process.

The decision of the Appeals Commission can be appealed in court as a general rule. (*Regulation of the Faculty*)

**Student Obligations, Rules of Conduct, Prohibitions, Fines****Student is obliged to:**

- obey the regulations of the Legislation, University Statute, present regulation, Code of Ethics, as well as regulations related to Plagiarism and requirements of other legal acts of the university;
- accomplish the academic requirements determined under educational programmes;
- fulfill the obligations of the agreement concluded with the university;
- activate official e-mail address (@ciu.edu.ge) created by Caucasus International University and check e-mail daily. Sending a notification to university e-mail address is considered as an official warning by the administration; in addition, sending notifications(messages) to the groups created in social network Facebook is considered as an official warning by the administration;

**At university and its surroundings student is not allowed:**

- To smoke; consume alcoholic drinks; appear at university and its surroundings under the influence of alcohol or drugs. (**Sanction:** *Taking into consideration the severity of the violation, the person may be warned or his/her student status may be terminated. In case of signs of criminal offence, Ministry of Internal Affairs of Georgia shall be informed about the case.*)
- Gambling (including playing cards, backgammon, dominoes, etc.), **Sanction:** *Taking into consideration the severity of the violation, the person shall be warned. In case of repetition of the violation, his/her student status shall be terminated.*
- Damage university inventory and equipment (**Sanction:** *the person shall be fined in compliance with the value for the damaged/ destroyed/ stolen thing. Taking into consideration the severity of the violation, the person may be warned or his/her student status may be terminated. In case of signs of criminal offence, Ministry of Internal Affairs of Georgia shall be informed about the case.*)
- Discriminatory and homophobic actions, as well as political and religious propaganda, any violent and offensive acts aimed at university, its personnel and students are prohibited at university premises. (**Sanction:** *Taking into consideration the severity of the violation, the person may be warned or his/her student status may be terminated. In case of signs of criminal offence, Ministry of Internal Affairs of Georgia shall be informed about the case.*)
- The student is obliged to obey rules of academic conduct, being expressed in the following actions:
  - Plagiarism;
  - Attempting to exert pressure on the employee of university;
  - Academic fraud;
  - Falsification of documents.
- Irrelevant behavior for academic institution, which shall insult university prestige and image is prohibited.
- Inappropriate dressing style for academic institution is prohibited.

**Caucasus International University wishes you  
a successful academic year!**