

Regulation for Creating Particular Conditions for Students Related to a Special Category

Article 1. The purpose of the regulation

1. The present regulation aims at creating particular learning conditions for students (hereinafter shall be referred to as “a student”) related to a special category at Caucasus International University, in order academic process to be adapted for them.
2. Creating special learning conditions involves providing students with relief (grace period) related to deadlines for financial issues and academic process.

Article 2. Students of a Special Category

1. Students of a special category for the present regulation include:
 - 1.1) the athletes, whose sporting activities are considered to be relevant by the university;
 - 1.2) the students involved in artistic-creative ensembles, groups or other cultural institutions, whose cultural activities are considered relevant by the university;
 - 1.3) the employees at Ministry of Internal Affairs of Georgia, Ministry of Justice of Georgia, Ministry of Corrections of Georgia or other state institutions (except for the employees hired within the framework of compulsory military service) having non-standard working schedule;
 - 1.4) the students actively engaged in university sports, cultural, artistic, intellectual or/and creative activities, whose pursuits are considered relevant by the university.
 - 1.5) the students from poverty-stricken families (e.g. being socially vulnerable, having a large family, being refugees, having family members with serious health problems);
 - 1.6) the students with serious health problems;
 - 1.7) the student who had a new child while studying at the university. **(01-04, 22.01.2019)**
2. The procedure of determining a special category for students is carried out in accordance with the following documents:
 - 2.1. a notification issued by sports club/federation for the case provided in the paragraph 1.1 of the present article.
 - 2.2 a notification issued by an ensemble, group and employer for the case provided in the paragraph 1.2 of the present article.
 - 2.3. a certificate of employment or other documents issued by a corresponding institution – for the case provided in the paragraph 1.3 of the present article.
 - 2.4. a notification for internal application issued by Head of Student Affairs and Public Relations Department/Head of corresponding department – for the case provided in the paragraph 1.4 of the present article.
 - 2.5. a notification for general health condition, official document verifying social status, a document confirming connection with a family member, etc. for the cases provided in the paragraphs 1.5 and 1.6 of the present article.
 - 2.6. a birth certificate of a child for the case provided in the paragraph 1.7 of the present article.
3. Rector or Dean of the corresponding faculty is authorized to provide the students of a special category with particular privileges determined in the article 3. Grace period for tuition fees is determined by Chancellor.

Article 3. Privileged Learning Conditions

1. The student, whose status is determined in accordance with the paragraphs 1.1, 1.2, 1.3, 1.4, 1.6 of the 2nd article of the present regulation, is authorized:
 - a) to take mid-term examinations in compliance with an individual schedule within mid-term examination week;

- b) to take final/additional examinations in compliance with an individual schedule within the final/additional examination week;
2. The student is to apply Dean's Office to determine an individual schedule at least 7 days in advance before mid-term or final/additional examinations are conducted in order the rights entitled with paragraph 1 of the present article to be utilized;
3. In case the student, whose status is determined in accordance with the paragraphs 1.1, 1.2, 1.3, 1.4, 1.6 of the 2nd article of the present regulation, receives a grade "F" (failed) in any subject, is entitled to take an intensive course without paying the tuition fee if the above-mentioned course is available at the faculty.

4¹. Privileged Conditions for Students with Children (01-04, 22.01.2019)

1. the student who had a new child while studying at the university is entitled to learning privileged conditions and financial assistance - 50 % co-funding of the tuition fees, defined by the regulation. Financial assistance will be prolonged if a student's semester GPA is 3.0 or above.
2. the student who had a second or another child is free from the university tuition fees. The privilege continues if a student's semester GPA is 3.0 or above.
3. financial assistance is provided by taking into consideration the student's current semester and duration of the program.
4. privileged conditions determined in compliance with the given article is applicable to children who were born after January 1, 2019.

Article 4. Grace Period (Conditions) for Paying Tuition Fees

1. Grace period for paying tuition fees is determined for the students whose status are determined in compliance with paragraphs 1.5 and 1.6 of the present regulation.
2. A student whose status is determined in compliance with paragraphs 1.5 and 1.6 of the present regulation is entitled to apply instalment – the tuition fee to be paid within 5 months according to the schedule convenient for him/her.
3. In case two or more siblings study at university, the tuition fee is reduced with a decree issued by Chancellor on the basis of the statement submitted.
4. Other financial assistance may be applied for the students taking into consideration serious illness or family conditions.

Article 5. Final Regulations

1. Regulation for creating particular conditions for the students related to a special category is approved with the decree issued by Chancellor.
2. Amendments and/or supplementary articles/paragraphs in the present regulation are made/added by Chancellor's order.
3. "Regulation for Creating Particular Conditions for Students Related to a Special Category" approved by Director, issued on February 22, 2013 was declared invalid with approving the present regulation.