



International Students Guideline

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ABOUT GIPA

Georgian Institute of Public Affairs (GIPA) was founded in 1994 and since then it has stood as one of the first innovative Western-oriented projects, started with one Master's program in Public Administration. This event was preceded by the agreement between the United States Information Agency (later the Bureau of Educational and Cultural Affairs at the United States Department of State), the Government of Georgia, and the United States National Academy of Public Administration (NAPA) on the implementation of a joint project in Georgia under the name of the Georgian Institute of Public Affairs.

Since its establishment, the main goal of GIPA has been to support the development of a new field of Public Administration and Policy in Georgia, through the education of a cadre of public servants in Georgia. Consequently, for the initial stage, the key objective of the project was to award a Master's degree in Public Administration to 30 graduates annually.

Funding for the project was provided by the United States Information Agency, the Georgian Government, Budapest Public Service and Eurasia foundation in Washington DC. A representative of the Fulbright Program undertook the responsibility of the deputy head.

In 2000, After seven years of cooperation, with NAPA's recommendation and support, GIPA started negotiations with the National Association of Schools of Public Administration (NASPAA), which served as a basis for a long-term successful cooperation in the future.

At the initial stage, the academic personnel was staffed with professors from leading American Universities. Within the framework of NAPA cooperation, they led the Master's program and provided textbooks, trainings and workshops to Georgian professors to share their knowledge and experience, by participating in the program management. Gradually, the American academic personnel were replaced with highly qualified Georgian professors, who were equipped with western knowledge and modern teaching methods and skills.

Since then, through interactive education programs, trainings and consultations, the university has been playing an important role in developing the field of Public Administration and good governance at the central, municipal and local levels for more than two decades. Herewith, by contributing to the development of independent and viable media in Georgia, GIPA continues to bring together successful leaders from various areas such as: public sector, business, law, civil society and media, who constantly share their knowledge and experience to students.

Currently GIPA administers four schools and offers Bachelor's, Master's, vocational education programs, training courses, consultations and PhD program in Social Sciences to interested individuals. The curricula of university programs are developed based on the values of democracy and freedom of expression. It provides students with theoretical knowledge as well as practical skills through the integration of research and interactive teaching principles. The university continues its successful cooperation with American and European Universities.

Nowadays GIPA remains as one of the most important institutions in regard to spreading education, knowledge and experience, it counts up to 3000 graduates, and 90% of them are successfully employed in public and business sectors, also at private, non-governmental and international organizations.

Apart from the graduate degree programs and certified training courses, GIPA successfully implements different kinds of research and training projects and manages the first English-language and student-run Radio GIPA. It periodically hosts public lectures and debates in the club "Frontline Georgia".

GIPA is the best example of how a small organization could be transformed into a sustainable and successful institution with the help of international grant, which boasts a high reputation both at the national and international level.

As an U.S. Ambassador to Georgia Ian C. Kelly mentioned, "GIPA is the best US investment in Georgia."

MISSION

GIPA, as an outstanding example of cooperation between the United States of America and Georgia, bases its mission on raising new leaders who are equipped with modern knowledge and steadfastly loyal to democratic values. In order to achieve these goals, GIPA creates and transfers new knowledge and relevant experience to students in order to enable their active participation in continuing to build democracy, promulgate liberal values and promote freedom for all in Georgia. As a university with a solid presence on the Georgian education market, GIPA is committed to further strengthen its lead position by turning out graduates in possession of high-level academic and professional knowledge while producing and sharing research of international significance, each of which endows the university with the ability to make even greater contributions to the reinforcement of the ideas of democracy and freedom in Georgia.

GIPA SCHOOLS AND DEPARTMENTS

School Of Law and Politics

The School of Law and Politics (SLP) at the Georgian Institute of Public Affairs (GIPA) was established in its final form in 2007 with the merger of the master's programs in Law and International Politics. This merger ultimately resulted from the creation at the Institute of the first English-language master's programs in Law and International Affairs in Georgia in 2005.

SLP's main goal is to train/produce diplomats, lawyers, state figures, governors and activists whose main task is to promote the values of liberal democracy and strengthen the power of the state.

The principles and methodology of teaching at the School of Law and Politics create a competitive environment that aims to prepare bachelor's and master's degree holders for successful careers. Students are given the freedom to choose elective courses and specialization (concentration) directions, allowing them to participate in the creation of courses of study that are tailored to their specific interests and career goals.

Though the programs at the School of Law and Politics were developed only a few years ago, the school has a high rate of graduate employment. This achievement is based on two circumstances: competitiveness of graduates (the skills and qualifications acquired at SLP) and opportunities for networking provided by the school (i.e., friends, professors, and lecturers who help graduates with useful information, mentorship, and recommendations). Our school's graduates are in high demand in both the state and private sectors.

The School has four ongoing programs:

- Bachelor program in Law
- Master program in International Law
- Bachelor program in International Affairs
- Master program in International Affairs

School Of Government

School of Government of GIPA was instituted in 1994, based on the agreement on implementation of joint project between Government of Georgia and National Academy of Public Administration (NAPA).

NAPA, which is a national network of over 850 members, includes former cabinet officers, Members of Congress, governors, mayors, and state legislators, as well as prominent scholars, business executives, and public administrators, until now has provided expert advice to School of Government.

School has long term partnership with different European and American Universities. Within these cooperation, school administrative staff supports constant development of academic personnel, ensures exchange programs for students, improves curriculum of educational programs, develops new approaches and instill innovations.

The purpose of School of Government is to breed new entrepreneurial managers and public servants capable of realizing their skills and abilities in public sector, local government bodies, in private business, NGOs or in international organizations. The School is able to address the diverse needs of graduate students and equips them with a wide range of sophisticated knowledge and skills through democratic values.

For twenty-four years of existence, School of government counts up to 1000 graduates, 93% of them are successfully employed in public and business sectors, also at private, non-governmental and international organizations.

Nowadays, School of Government offers 5 Master's and one Bachelor's programs:

- Master's program in Public Administration (day classes)
- Master's program in Local Government (Evening classes)
- Master's program in Public Policy (evening classes)
- Master's program in Business Administration (evening classes)
- Bachelor's program in Business Administration (day classes)
- Master's program in Environment Management and policy (evening classes)

School of Social Sciences

The School of Social Science was established in 2011 under the Georgian Institute of Public Affairs. Initially, school only offered one undergraduate program in Social Science, which was a first bachelor degree program within the whole institute. In 2014 new master's program successfully passed through the mandatory program accreditation procedures, consequently, new graduate program in Applied Psychology was introduced at the School of Social Science.

School of Social Sciences Mission

Mission of the School of Social Science is to cultivate its students' analytical ability and critical thinking, and to make sure young generation graduated from the school are independent, open-minded

and intelligent. School's programs focus on professional preparation that enables students to become leaders and offers other learning opportunities on higher level.

Giorgi Margvelashvili's words about the opening of GIPA-'s School of Social Sciences

September 23, 2011

Our undergraduate program sets several significant goals, which will be achieved with your help: first of all, program guarantees fundamental and versatile education, which is crucial for full-fledged member of modern civilization. This means getting to know work of Homer, Goethe, Rustaveli, Hobbes, Ilia Chavchavadze, Jefferson and other great thinkers and writers. Today, it also means profound knowledge of English as an international language and ability to work with modern technologies. Today, it is harder to receive appropriate education than a century ago, but we can achieve this together. As a result of applying our school, those who selected humanitarian science will have the opportunity to accurately determine what their vocation is – journalism, economics, international relations, psychology or management. Initially, we urge you to get to know various disciplines, but on the main phase of your education we will provide support in selecting the field that will suit your interest and will excite you. Our program will offer many elective courses, which will guide you to choose the right academic direction and devote the last semesters of your study mastering in your prioritized field. And finally, after receiving bachelor's degree at our school you will not only gain theoretical knowledge but also those types of professional skills that will promote your career opportunities right after graduation. Dear students and parents, School of Social Science is a brand new undergraduate program that is based on traditions, experience and success of our institution and is a summary of our many years of work. We are proud of our new contribution in Georgian educational system and hope it will improve with your engagement.

Caucasus School of Journalism and Media Management

Caucasus School of Journalism and Media Management (CSJMM) aims at supporting independent and professional media in the Caucasus and the Central Asian region. The school operates MA programs in journalism and public relations for Georgians, Armenians, Azerbaijani and Central Asian students. CSJMM also offers non-degree programs in journalism, media management, public relations and communications. CSJMM operates student media that consists of a multi-platform news website and a radio station. It also offers training programs for professional journalists and journalism faculty. The language of instruction at the school for the Journalism MA program is English and for the Public Relations MA program the language is Georgian. The instructors are Georgian, American and European professionals, who use hands-on style of teaching with an emphasis on fact-based reporting and the highest standards of ethical journalism.

Students work as interns in media organizations in the Caucasus and beyond. In the past, students have interned at BBC, Reuters, Associated Press, Al Jazeera and others.

CSJMM students have a chance to work in student media that consists of a multimedia website and Radio GIPA (FM 94.3).

Research Department

Research Department of the Institute of Public Affairs coordinates the research activities carried out at the University. The structural units of the department are: PhD programme in Social Sciences, English language electronic peer-reviewed journal – Politics and Democratization and Policy Evaluation Center. Department together with the cooperation with schools aims to facilitate and support the doctoral studies, to develop and improve of the research capacity of the faculty members as well to promote the participation of the students into research activities.

The Research Department of GIPA coordinates ongoing basic and applied research activities at the Institute. The Department provides support for preparing highly qualified scientific personnel in social sciences and related interdisciplinary fields, ensures engagement of students, academic personnel, school representatives and other interested individuals in research by supporting them in basic or applied research, creative and consulting activities. The Research Department, independently and in cooperation with schools, aims at strengthening research capacity within the University, fostering international cooperation in research. The main priorities of the Department are as follows: to encourage research activities within the University by providing Internal University Grant Funding Programme for Small Studies through which the school representatives, based on the competition, are able to submit scientific research projects and receive financial support for conducting research; financing travel grants, encouraging students and academic personnel to participate in scientific events, seminars and conferences; based on necessity, to cover expenses related to publication issues, mainly, to allocate funds for organizing scientific events, seminars and conferences and to support membership of more professional associations in the future. According to the request of the Research Department of GIPA, the budget allocated for the purpose of promoting the internationalization of scientific researches/scientific activities and improving the performance of faculty members in research in the budget of the Georgian Institute of Public Affairs (GIPA), is expected to increase significantly over the next few years, that once again confirms the fact that enhancement of research productivity is the priority of the future 7-year strategy of the University. In the Strategic Development Plan for the next 7 years the support for basic and applied research is considered as the main priority of the University. Support for publication in peer-reviewed journals, participation for the international scientific projects and conferences as well in capacity building and consulting projects is identified as the means for promoting GIPA's research capacity.

Department of Rural Development and Vocational Education

The Department of Rural Development and Vocational Education (DRDVE) of the Georgian Institute of Public Affairs (GIPA) began in 2005 as the Georgian Rural Development Program (GRDP), later expanding into the Georgian Rural Development Department (GRDD) in 2014 and now currently rebranded and working within a dual focus of rural development and vocational education. The initial support for the conceptualization and establishment of GRDD was provided by the United States Department of Agriculture (USDA) and the Millennium Challenge Account – Georgia (MCA-Georgia). Since opening its doors in 2005, Georgian Rural Development Department of the Georgian Institute of Public Affairs has been successfully implementing projects in the field of agriculture and rural development financed by the United States Department of Agriculture (USDA), UNHCR, European Commission, United States Embassy, United States Department of State and various international organizations. The initial aim of the Department was to introduce modern agricultural and rural development practices and increase the levels of education and existing capacities while providing support for institutional development in all of the regions of Georgia. In particular, the Department has also supported the improvement of sustainable socio-economic conditions for conflict-affected regions and contributed to the development of good governance and policy-making for agriculture development in Georgia. Areas of outreach and engagement include agriculture, veterinary, animal health, food safety, agriculture statistics, agribusiness, vocational education and rural economic development.

Throughout its now 13 years of active presence in Georgia, Georgian Rural Development Department has continued to provide and implement educational activities for the country's civil, private and public sectors with a foundation on expert-level consultancy and trainings using innovative educational programs and modern teaching and learning materials prepared in the Georgian language.

Most recently, the Department and its team's demonstrated successes and experience in rural development has expanded to include a vocational education project – the first of its kind in Georgia – with the financial support of the Millennium Challenge Fund – Georgia (MCA-Georgia). DRDVE is the proud designer and implementer of the Developing, Implementing and Institutionalizing a Level-V Technical Vocational Education Training (TVET) and Internationally Recognized Certificate Programs in General Health, Safety and Environment at the Georgian Institute of Public Affairs (GIPA) project which began its piloting phase in October 2016 and will run until the end of August 2018. Activities include module based teaching and internationally recognized certificate courses.

The Department of Rural Development and Vocational Education remains committed to achieving its objectives and maintaining the sustainability of its projects through the extensive support from leading US and EU donor organizations and institutions.

VARIOUS INFORMATION, WEB-SITES:

HOW TO RENT AN APARTMENT IN TBILISI

<https://www.myhome.ge/en/>

<https://gancxadebebi.ge/en>

<https://place.ge/en>

FOOD SERVICES

<http://www.menu.ge/en/>

<https://wolt.com/en/discovery>

TRANSPORT SERVICES (BUSES, PAYMENT SYSTEMS, TAXI...)

http://www.tbilisi.gov.ge/index.php?lang_id=ENG&sec_id=9

http://ttc.com.ge/?lang_id=ENG&sec_id=1

INFORMATION ON BANKS

<http://tbcbank.ge/en/private>

<http://bankofgeorgia.ge/en/home>

<http://procreditbank.ge/index.php?lang=ENG>

<http://republic.ge>

HISTORY AND CULTURE OF GEORGIA

[http://en.wikipedia.org/wiki/Georgia_\(country\)](http://en.wikipedia.org/wiki/Georgia_(country))

ABOUT TOURIST ATTRACTIONS

<http://www.tripadvisor.com/Tourism-g294194-Georgia-Vacations.html>

UNIVERSITY GOALS:

- To promote the development of different fields of science and carry out scientific research activities;
- To maintain-create the employment market-oriented programs;
- To create student-oriented learning environment;
- To introduce modern technologies;
- To establish co-operation with the Georgian and foreign educational institutions and scientific circles.

To achieve the statutory mission and goals of the university, under the decision of the governing bodies, the university also provides other ancillary activities, which are not inconsistent with the stated goals of the Statute and the Legislation of Georgia.

BANK ACCOUNT

Bank code (MFO) – 220101850

Account holder – Non-commercial Legal Entity Georgian Institute of Public Affairs

Account No - GE84TB1100000110700419 / GEL

RIGHTS AND OBLIGATIONS OF THE STUDENT

2.1. “Student” is obliged:

2.1.1. To comply with disciplinary requirements established by the university administration under the regulatory acts, including the Code of Ethics and Code of Conduct, Orders and other University acts that directly or indirectly refer to the student;

2.2.1 To study all educational disciplines envisaged by the educational program of the university in compliance with relevant program requirements, participate in the activities envisaged by the educational program;

2.2.2 To pay the tuition fees according to the schedule provided in Article 5 of this agreement;

2.2. “Student” is entitled:

2.2.1 To get appropriate Bachelor's / Master's / Doctor's degrees in case of successful completion of the educational program;

2.2.2 To use the rights and mechanisms envisaged by the applicable legislation and the rights of university students and the legal mechanisms for their protection, including:

2.2.2.1 Get high quality education;

2.2.2.2 Participate in scientific research;

2.2.2.3 On the basis of universal, direct and equal elections, choose a representative via secret voting and be elected in student self-governance and / or associations / initiative groups (if any);

2.2.2.4 Freely establish and / or join student organizations in accordance with the own interests;

2.2.2.5 Freely express own opinions and give reasons to share ideas that are offered during the education process;

2.2.2.6 According to the Georgian legislation and regulations of the University, be transferred to another higher education institution or use the right of internal mobility;

2.2.2.7 Get scholarship, financial or material assistance, other benefits from the state, university or other sources in accordance with the Georgian legislation and university charter and general university regulatory acts;

- 2.2.2.8 Initiate and / or participate in the elaboration of an individual education program in accordance with University Regulations;
- 2.2.2.9 Participate in the evaluation of the academic personnel, invited lecturers and performance of the school administration;
- 2.2.2.10 Be provided with a fair assessment of knowledge in accordance with established procedures by the University;
- 2.2.2.11 If necessary, use the right to be withdrawn from the subject of the relevant program and/or to transfer the diploma work for the next academic year in accordance with the regulations for "transferring the subjects and determining the rules of withdrawal from the subject".
- 2.2.2.12 Use library, material-technical, informational and other means of the university in equal conditions under the rule established by the university regulations;
- 2.2.2.13 Implement authorization given to the student under " Rights of the university students and Legal mechanisms of Their Protection", other regulations and Georgian legislation.

RIGHTS AND OBLIGATIONS OF THE UNIVERSITY

3.1. The university is obliged:

- 3.1.1 To create appropriate conditions for the student for the fulfillment of the obligations undertaken by the Agreement and effectively conduct the study process;
- 3.1.2 To ensure the implementation of an educational program during a student's appropriate level of the study;
- 3.1.3 To support students to realize the rights under Georgian legislation and university legal acts and maintain development of academic environment of the university;
- 3.1.4 In case of completion of the complete course of the educational program, to grant the graduate the relevant qualification of the education received and give the document certifying the education - diploma and attachment for the diploma.

3.2. Rights of the University:

- 3.2.1 The University is entitled to require student to fully and effectively fulfill their obligations under the given agreement and apply appropriate measures in case of violation.

STUDENT SUPPORT AND CAREER DEVELOPMENT CENTER

The aim of the Student Support and Career Department Center protect students' rights and legitimate interests in the University and create a student-oriented environment, which is implemented by the

Center in accordance with the common University regulatory acts. The Center carries out its activities in several main directions:

- Ensuring the protection of students' rights and legitimate interests;
- Student support in the direction of career development;
- Ensure the diversity of student life.

The center implements the activities, with the involvement of University school staff including coordinators and quality management managers, in accordance with the common University regulatory acts. In the activities of the Center, students or student unions also work closely with the Center in connection of various issues, participate in providing better protection of students' rights, identifying their needs and planning and conducting a variety of students' lives.

The Center coordinates the following activities to ensure the support of students' career development:

- Providing information on participation in partner foreign universities, participation in semester or exchange programs and providing relevant consultations;
- Inform students about vacancies, internships and other career opportunities (the communication facility at the University of Career@gipa.ge and other means);
- Relevant consultations on vacancies and internships, such as: Go to interviews, prepare relevant documents, CV, autobiography, motivation letter, recommendation and other documents;
- Signing memorandums with public and private organizations to support internships and employment of students and graduates;
- Support students' in accessing internships with credit and internal University internship / employment;
- Involvement of students in the civil service bureau internship system, also supporting the internships in different organizations for them;
- Keeping employer base in the University, through which the University conducts bilateral communication with potential employers;
- Participation in labor market research aimed at determining labor market demands and according to the need, improving vocational skills required by the employer to improve the academic process based on the results and prepare appropriate staff;
- Participation in organizing special trainings for graduates (Alumni Upgrading Courses) for Graduates, which offers to graduates new opportunities for career development.
-

To provide variety student life the Center plans and implements the following activities

- Student sports events: skiing, soccer, basketball and other tournaments;
- External student activities of the University (sports, cognitive, TV and other activities);
- Student educational events ("What? Where? When?", GIPA Club travelers, expedition / lecture and other);
- Various charitable and social events initiated by students, Also, the projects implemented by students initiative ("Aikubi", "Lib Art", student programs of radio GIPA);
- International events reflecting student success (submission to documentary international festivals, participation in international mock court proceedings, etc.);
- Student qualification developmental projects (Portfolio Review, GIPA Docu);
- To ensure maximum involvement of students The Center participates in international and local student conferences.

For the protection of students' rights and legitimate interests, the Center:

- Performs the function of students ombudsman within the scope of competence and authority defined by "Rules for the Protection of Students' Rights and Legal Interests";
- Provides and coordinates organizational / introductory meetings for newly enrolled students on various educational programs;
- Provides and coordinates the supply of relevant information to students in connection with the use resources of libraries, laboratories, University electronic databases and other University resources.

RULES OF STUDENT STATUS ACQUISITION, SUSPENSION AND TERMINATION FOR ALL THE LEVELS OF EDUCATIONAL PROGRAM

Grounds for Suspension of Student Status

The grounds for suspension of the student status may be:

- Academic leave;
- Health, family or work condition;
- Studying at a higher education institution abroad, except for the student exchange programs;
- Maternity and child care;

- Failure to pay the tuition fee within the established timeframes;
- Personal application or an application submitted by a legal representative.
- A student is entitled to take an academic leave within two weeks after the beginning of the semester.
- For the purpose of suspension of the student status (except for paragraph 5.1.5) the student shall submit a written application (indicating the reason) to the School Dean. s
- The Academic Board of the School shall submit a decision on suspension/restoration of the student status to the Rector of the University for Approval. The change of the student status is registered in the relevant registry.
- In case of suspension of the student status, the University shall maintain the tuition fees for a student only during the period determined by the study program.
- The maximum period of suspension of the student status is 5 years, after which the student status of a student shall be terminated, except for the cases determined by the legislation.
- In the case of the changed circumstances, including the tuition fee at the University, after the restoration of the suspended status the student shall continue studies based on a new agreement / the amendments to the existing agreement from the semester, when his/her student status was suspended.
- During the period of suspension of the student status the University and the student shall be exempted from the obligation to fulfill mutually binding rights and obligations without the termination of the student status.
- If the educational program, in which the student was enrolled before the suspension of his/her student status, is annulled or the qualification to be awarded and/or the purpose of the program is changed at the moment of restoration of the student status, the student shall have the right to continue studies at the similar educational program or to transfer to another higher education institution as provided for by the legislation of Georgia.

Grounds for Termination of Student Status

The grounds for termination of the student status may be:

- Completion of the education program;
- Suspension of the student status for more than 5 years during the study period;
- Inability to achieve the study outcomes determined by the educational program/programs of the educational institution, including taking into consideration “The rules of accumulation of credits at the University, evaluation of the students' knowledge, examinations, recognition of education acquired during the studies, award of an academic degree and issuance of an educational documents”;
- Gross and systematic violation of the norms established by the Code of Ethics and Conduct;
- Damaging the reputation and legitimate interests of the University;

- (three) unsatisfactory evaluations (F) of a Bachelor's program student in various courses;
- (three) unsatisfactory evaluations (F) of a Master's program student in various courses;
- (two) unsatisfactory evaluations (F) of a Doctoral student in an educational component;
- Personal application.
- The issue of termination of the student status shall be considered by the Academic Board of the relevant school, which submits the respective proposal to the Rector of the University for approval.
- The student status is terminated on the basis of the order of the Rector, which shall be the basis for termination of the agreement concluded with the student. This shall not exempt the parties from the mutual obligations originated and unfulfilled before the termination of the agreement.
- Termination of the student status shall create legal consequences after 12 months from the issuance of a relevant order, and during this period the student status shall be considered to be suspended and the person may enjoy the right of mobility.
- In case of termination of the student status, it can be re-acquired according to the procedure established by the legislation.

RULES OF ACCUMULATION OF CREDITS AT THE UNIVERSITY, AWARDING OF QUALIFICATION, RECOGNITION OF THE EDUCATION ACQUIRED DURING THE STUDIES AND OF ISSUANCE OF THE EDUCATIONAL DOCUMENT

Credit system

- The student's annual academic load shall not exceed 75 (ECTS) credits.
- The sum of the educational components/component credits of the Doctoral educational program shall not exceed 60 credits.
- Credits are distributed among each component of the educational program and include contact and self-study hours necessary for the learning outcomes to be achieved with a certain component. Credit may not be calculated only according to the contact hours.
- An educational component consists of one semester;
- One credit (ECTS) equals the student's learning activities (student's load) during 25 astronomic hours and includes both contact and self-study hours;
- Calculation of the credits shall not include the time determined for additional examinations (preparation, passing, evaluation) and the time for consultations with the person carrying out the educational program component;

- An educational component of the same content, volume and learning outcomes at the University includes equal number of credits for all program students.

Students' evaluation system

- The evaluation of the level of achievement of the learning outcomes of the student in each component of the program must include mid-term and final evaluation.
- Relative share (may be in percentages) of each form and component of evaluation must be determined from the total score (100 points) in the final evaluation.
- Credits may not be granted by using only one form of evaluation (mid-term or final evaluation). Credits will be awarded to the student in case positive evaluation.
- Each form of evaluation includes the evaluation component/components consisting of the evaluation methods/methods, and the evaluation methods/methods are measured by the evaluation criteria.
- The evaluation component, method and criteria must be adequate for the evaluation of the learning outcomes determined and achievable with the educational program component.
- The minimum threshold level must be determined in the mid-term and final forms of evaluation. The weight of the minimum threshold level of the final examination shall not exceed 60% of the final evaluation.
- The academic and invited personnel may determine the minimum competence limit in the components of mid-term and final evaluation, individually, within the range of 20% - 50%.
- The evaluation of achievement of the learning outcomes in the components of the educational program must be completed in the same semester in which it has been carried out. 3.9 A dissertation, a Master's project/thesis, creative/performance paper or other scientific project/paper should be assessed in the same or following semester, in which the student finished work on it. A dissertation, a Master's project/thesis, creative/performance paper or other scientific project/paper must be assessed once (final assessment). The method/ methods and criteria relevant for the evaluation of the results should be used for the assessment.

Under the evaluation system:

There are five types of positive evaluation:

- (A) Excellent –91-100 points of evaluation;
- (B) Very good –81-90 points of evaluation;
- (C) Good – 71-80 points of evaluation;
- (D) Satisfactory –61-70 points of evaluation;
- (E) Sufficient –51-60 points of evaluation.

Two types of negative evaluation: (a) (Fx) Did not pass – 41-50 out of the maximum evaluation, which means that the student needs to work more to pass the examination and he/she shall be given the possibility to retake the examination after the self-study; (b) (F) Fail – 40 points or less out of the maximum evaluation, which means that the work done by the student is not enough and he/she has to retake the course.

In case of F(x) evaluation in any component of the educational program, the University must hold an additional examination within not later than 5 days after the announcement of the results of the final examination. This obligation shall not apply to the dissertation, Master's project/thesis or other scientific project/paper.

- The points, awarded to the student in the final evaluation, shall not be added to the evaluation of the student at the additional examination.
- The evaluation obtained by the student at the additional examination is the final evaluation and shall be included in the final evaluation of the component of the educational program.
- In case of taking 0-50 points in the final evaluation, including the evaluation obtained at the additional examination, the student evaluation will be F-0 points.

System of evaluation of Bachelor's and Master's students

- A Bachelor's and Master's project/thesis or other scientific project/paper may be assessed according to the system specified in point 3.10 of Article 3.
- If the student's evaluation in the scientific-research component of the Bachelor's/ Master's educational program is the evaluation specified in point 3.10.2(a) of Article 3, he/she shall have the right to submit the reworked scientific-research component during the following years, and

if the student gets the evaluation specified in point 3.1(b) of Article 3, he/she shall be deprived for the right to submit the same scientific-research component.

System of evaluation of Doctoral students

- The educational component/components of the Doctoral program must be evaluated according to the system determined by this Article.
- The system of evaluation of the scientific-research component/components of the Doctoral program is as follows:
- With highest honor (summa cum laude) – excellent work;
- With great honor (magna cum laude) – the result that exceeds the set requirements in every aspect;
- With honor (cum laude) – the result that exceeds the set requirements;
- Pass (bene) – the work of average level that meets the main set requirements;
- Duly conferred (rite) – the result that meets the set requirements despite certain shortcomings;
- Insufficient (insufficient) – unsatisfactory work that fails to meet the set requirements due to the significant shortcomings;
- Totally insufficient unworthy (sub omni canone) – the result that does not fully meet the set requirements.

If a Doctoral student gets the evaluation determined by point he/she shall have the right to submit the reworked dissertation during the following years in agreement with the Head of the educational program, and if the Doctoral student gets the evaluation determined by point 5.2.7 of this Article, he/she shall be deprived of the right to submit the same (reworked) dissertation

Students' Grade Point Average (GPA)

- The calculation of the Grade Point Average (GPA) is part of the system of evaluation of the student's knowledge.
- The student's Grade Point Average (GPA) is calculated by multiplying the evaluation, obtained by the student in every subject of the educational program, to the credits of that subject. The product of multiplication of the subjects and credits is summed up and divided by the total number of the credits of the taken subjects.

The relative share for calculation of the Grade Point Average is:

1 A = 4,6

B = 3,2

C = 2,4

D = 1,6

E = 0,8

RULES AND CONDITIONS FOR HOLDING EXAMINATIONS AT THE EDUCATIONAL PROGRAMS

Principle of evaluation on the examination

- The evaluation of the achievement of the student's learning outcomes in each component of the program should include mid-term and summative evaluations.
- Credits shall not be awarded by using only one form of evaluation (mid-term or final evaluation).
- The knowledge, obtained by the student on the academic course (which includes the mid-term evaluations and a final examination), must be evaluated based on a 100-point system as provided for by the legislation of Georgia.
- The evaluation of the final examination does not exceed 40% of the overall evaluation.

Types of examination

The following types of written and verbal examinations may be carried out on the educational programs at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs:

- A written examination in the lecture hall, on which students are prohibited to use any additional materials and the duration of which does not exceed 3 hours;
- A written examination in the lecture hall, on which students may use additional materials upon the instruction of the lecturer and the duration of which does not exceed 3 hours;

- An oral examination, on which students are verbally examined;
- Examination that bears the characteristics of a homework;
- Essay - examination, for writing of which a certain timeframe is determined by a lecturer for a student;
- Test – i.e. multiple choice questions;
- Computer simulations;
- Combined examinations, etc.

Timeframes and procedure for carrying out the examination/examinations:

- The examination/examinations at the University are carried out according to the schedule determined by an academic calendar, which is approved by the Rector.
- In order to carry out examination/examinations in an organized and unhindered manner, the academic and invited staff of the University is obliged to agree with the administration of the relevant School at least 10 working days prior to the examination about the venue of the examination and necessary technical means
- The relevant program Coordinator shall provide copies of the examination tasks and ensure preparation of the examination.

Process of examination/examinations

- Monitoring of the examination shall be carried out by the lecturer of the subject and/or the representative of the School administration.
- The time of commencement and completion of the written examination is determined in advance, after the expiration of which absolutely all students must submit their works to the lecturer. In case of violation of this rule, the student's examination paper will not be accepted and he/she will receive 0 point in that subject.
- Students are not allowed to be late for the examination for more than 20 minutes, as a result of which students will not be allowed to the examination. If a student is late for the established period of time, the student's time for examination shall not be extended.
- Cheating on the examinations by using any materials (unless the use of those materials is preliminarily allowed by the lecturer) or helping in cheating is categorically prohibited. If

such violation is detected, the student will be removed from examination and will earn 0 points.

- Speaking, exchanging words, unauthorized exit from the lecture hall is prohibited during the examination, also all students are obliged to turn off their mobile phones and leave the mobile phones on the special place specified by the lecturer. In case of violation of this rule, the student is obliged to quit the examination, based on which he/she will earn 0 points.
- The student is obliged to obey the lecturer's decision on his/her removal from examination.
- Before starting the examination, the lecturer is obliged to inform the students on the examination procedures and the response mechanisms to the violation of those procedures.
- The lecturer is obliged to assess the examination within not later than 10 working days after taking the examination.

Procedure for retaking the examination

- Examination may not be missed without a valid excuse. Unless the valid excuse for missing the examination is originated immediately before the beginning of the examination, the student is obliged to submit an appropriate notice of the valid excuse. If the excuse for missing the examination is considered to be valid, an additional examination will be appointed for the student in agreement with the lecturer. If the examination is missed for an unreasonable excuse, the student's evaluation in the examination will be 0 points. The administration shall have the right not to appoint the additional examination for the student in case of missing the examination for an unreasonable excuse.
- If the valid excuse for missing the examination has been originated immediately before the commencement of the examination, the student is obliged to notify the Coordinator of the respective program the reason for missing the examination within not later than one week after missing the examination and to submit the document certifying the valid excuse in order to discuss the issue of considering the excuse as valid.
- On the basis of a document certifying the valid excuse, which is submitted by the student, the decision on considering the excuse to be valid and on the re-examination shall be made by the program Coordinator in agreement with the lecturer of the subject.

- In case of missing the examination for a valid excuse, the student is obliged to take the additional examination during the examination week determined by the School administration.
- It is not allowed to miss the examination twice, despite the reason for absence. In this case the student's evaluation in the examination will be 0 points.

Appeal of the evaluation results

- The lecturer is obliged to notify the students about the examination results within not later than 10 working days after the examination.
- Within 3 working days after the notification of the examination results the student has the right to appeal the evaluation of the examination paper in accordance with the general regulatory acts of the University, by means of submission of a written complaint.
- In order to review the complaint, the School Dean shall determine the lecturer or other expert in the field, who must thoroughly examine and objectively review the student's paper or, in case of an oral examination, hold an additional examination within two weeks.
- Other independent expert or lecturer shall have the right not to change the evaluation or award higher or lower points. This decision is final and shall not be subject to appeal.
- The administration is obliged to store the student's paper subject to evaluation, in an electronic or material form, until the expiration of timeframe determined for appealing the examination results.

Procedure for securing the diploma thesis and for its reinstatement/appeal

- A student has the right to postpone the securing of the diploma thesis for the following academic years, for which he/she must apply to the School administration in a written form. The student is obliged to pay the fee, determined by Chapter 6 of these Rules, no later than 1 week prior the date of securing of the diploma thesis.
- If there is a valid excuse, a new date for the securing of the diploma thesis may be determined upon the request of the student and the decision of the University administration.
- A new date for the securing of the diploma thesis shall be determined by the administration of the respective School.

- The student has the right to appeal the evaluation of the diploma thesis within 5 working days after the evaluation by submitting a written complaint to the School Dean.
- Within a reasonable period after receiving the notification, the School administration and the Head of the program shall determine the lecturer or other expert in the field, as an additional reviewer, to whom the thesis will be sent for an additional assessment.
- The additional reviewer has the right not to change the evaluation or to award higher or lower points.
- If the student does not agree with the points awarded by the additional reviewer and the final evaluation, the student shall have the right to submit an appropriate written application to the Academic Board of the School. The student is obliged to precisely specify and substantiate in his/her application the grounds, based on which he/she does not agree with the evaluation of the thesis.
- The Academic Board of the School takes a decision on satisfying or rejecting the application. If the application is satisfied, an additional reviewer shall be assigned, based on whose assessment the awarded evaluation of the diploma thesis shall be final and shall not be subject to appeal.

MECHANISM OF PROTECTION OF STUDENTS' RIGHTS AND LEGAL INTERESTS

Scope of regulation and goals

- This Rule determines the students' rights and the legal mechanisms of protection of those rights at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter referred to as the University).
- The purpose of this Rule is to create effective mechanisms for supporting the rights and legal interests of the University students.

Rights of a student

- All the persons, who were enrolled in and study on the Bachelor's, Master's or Doctoral programs and vocational educational programs of the University according to the procedure established by the Law of Georgia on Higher Education and University common regulatory acts, shall have the student status.
- All students are equal before the universally recognized norms and principles of the legislation of Georgia and international law. Discrimination in any form of student shall be prohibited.

- Students have the right:
- To acquire quality education;
- To participate in scientific research;
- To use in equal conditions the University's material-technical, library, information and other means in a manner established by the Regulations of the University.
- To join student unions/initiative groups, which cooperate with the Students Support and Career Development Center of the University, in order to ensure protection of students' rights and diversified student life at the University, and initiate various important issues for students;
- To elect the representative by secret ballot, on the basis of universal, direct and equal elections, and to be elected in the students' self-government (if any);
- To freely establish and/or join student organizations in accordance with their interests;
- To freely express their opinions and give substantiated refusal on sharing the ideas, which are offered during the study process;
- To move to another higher education institution according to the procedure established by the legislation of Georgia and the Regulations of the University;
- To get scholarships, financial or material assistance and other allowances from the state, University or other sources in accordance with the legislation of Georgia and the Statute as well as the university common regulatory acts;
- To select educational programs;
- To initiate and/or participate in elaboration of the individual educational program in accordance with the Regulations of the University;
- To participate in the evaluation of the effectiveness of the academic staff, invited lecturers and School administration;
- To exercise the right of mobility according to the procedure established by the legislation if the University has been liquidated without appointing the legal successor, the higher education institution has lost authorization or the educational program is no longer implemented;

- To be provided with the fair evaluation of their knowledge by the University in accordance with the established procedures;
- If necessary, to exercise the right of drop out from the course on the respective educational program and/or postponement of defense of the diploma thesis for the following academic year in accordance with the regulations for Determining the “Rules of Drop out from a course and Postponement of the Thesis/Dissertation”;
- To appeal to the court, the decision made by the University against them;
- To exercise other rights granted to them by these Rules, other regulations of the University and the legislation of Georgia.
- The University provides allowances for the students with disabilities in order to create the necessary conditions for their full-course education as provided for by the legislation of Georgia and the Regulations of the University.
- The information expressed by the student in the presence of the academic staff, as well as information about his/her own opinions, faith and political beliefs, which became known to him/her in the course of the study process, also the information on the application of disciplinary measures against the student, is confidential except if there is the student’s permit or the legitimate interest of the administration to protect the safety of others and their rights protected by law
- The University may not use its own authority and material-technical base in a manner that may create the risk of imposition of censorship or restrict the freedom of expression, except for the cases determined by the legislation.

Students’ rights in disciplinary proceedings

- Disciplinary proceedings against a student shall be proportional to the disciplinary offence and may be carried out only in the cases and according to the procedure determined by the Regulations of the University in accordance with the legislation and by a fair procedure.
- Initiation of disciplinary proceedings against a student shall not restrict the student's right to take part in the study process, unless it threatens the protection of the rights and health of others and the property and security of the University.
- In the course of disciplinary proceedings, the student has the right:
- To receive a reasonable decision in writing on the initiation of the disciplinary proceedings against him/her;

- To attend the review of the issue of disciplinary proceedings and to enjoy the right of protection;
- To provide the respective body of the University with the information and evidence available to him/her;
- To participate in examination of the evidence obtained by the relevant body of the University;
- To request the issue of disciplinary proceedings against him/her to be reviewed on public hearing.
- In the course of review of the issue of disciplinary proceedings the burden of proof shall rest on the prosecution. The decision on carrying out the disciplinary proceedings must be grounded and based on the evidence obtained according to the procedure established by the legislation of Georgia and the Statute and Internal Regulations of the higher education institution.

PROCEDURES AND MECHANISMS FOR IDENTIFICATION AND AVOIDANCE OF AS WELL AS RESPONSE IN CASE OF IDENTIFICATION OF PLAGIARISM

Scope of regulation and goals

- This rule determines the procedures and mechanisms for identification and avoidance of as well as response in case of identification of plagiarism at the Non-Entrepreneurial (Non-Commercial) Legal Entity Georgian Institute of Public Affairs (hereinafter referred to as the University).
- The purpose of this Rule is to establish at the University the standards of respect of other persons' work and protection of the intellectual property rights by the persons involved in the teaching and learning process, which serves for the establishment of the unified area of academic and vocational education and research.
- This rule applies to the students (including vocational education students), academic and invited personnel of the University and other persons involved in the teaching process.
- Inadmissibility of plagiarism
- Plagiarism is the use, presentation and misappropriation of other person's published work or any part of it (or unpublished work or any part of it, the copyright on which is ascertained /including the theories, concepts, data sources and/or materials, textbooks, methodologies or

conclusions, charts, images, etc. prepared for the purpose of defense) without the reference to and, if necessary, the permission of the author.

- Plagiarism is prohibited for the personnel and students of the University, including misappropriation and dissemination of the result of other person's intellectual work, text, idea, concept, visual or audio materials, any data, without the reference to the author, as well as forgery of the data, information or quotations in an academic work (falsification, fabrication, compilation) and destruction thereof.
- The personnel and students of the University are prohibited to exploit other person's work without the proper reference to the work performed by other person/persons.

Mechanisms for avoiding plagiarism

- In order to avoid plagiarism, the University ensures provision and availability of relevant regulations to the students.
- The academic and invited personnel of the University, as well as the program Coordinator are obliged to explain to the students the importance of plagiarism, its inadmissibility, the mechanisms of identification of plagiarism and the respective response procedures at the beginning of the educational program, in order to raise awareness and prevent plagiarism.

Mechanisms of identification of plagiarism

- In order to identify plagiarism, the appropriate electronic software is used at the University, with which the paper is checked for plagiarism in an automatic mode.
- In addition to the electronic software specified in point plagiarism is identified by means of various sources of information and search engines, as well as on the basis of application of interested persons.
- The academic and/or invited personnel of the University is obliged to notify the School administration and/or the Head of the program in case of identification of the possible case of plagiarism.
- The respective diploma or doctoral commission is obliged to notify the School administration and/or the Head of the program in case of identification of the possible case of plagiarism, based on the opinion of the reviewer or the mentor.

Mechanisms of response to the cases of plagiarism

- If plagiarism is identified during the learning process during mid-term and final examinations, the student will be given unsatisfactory evaluation in the subject.
- If plagiarism is identified at the stages of preliminary review/defense of the Bachelor's, Master's or Doctoral thesis, the student's/doctoral student's thesis will be evaluated as unsatisfactory.
- If plagiarism is identified in the thesis of the graduate of the University, the Academic Board of the respective School of the University, and in case of the Doctoral program – the Scientific Board, shall review the issue of deprivation of the awarded academic degree.
- In case of identification of plagiarism, on the basis of the application of the respective School administration and, in case of the Doctoral program, on the basis of the application of the Head of the program, the Disciplinary Commission (the activities of which are regulated by the Code of Ethics and Conduct) shall have the right to carry out the following disciplinary measures: Notice; 5.4.2 Reprimand; 5.4.3 Termination of the student status; 5.4.4 Other liabilities.
- The author of the work may attend the meeting of the Disciplinary Commission in relation to the issue of identification of plagiarism and express his/her opinions and evidence.

Plagiarism by the academic personnel and the response mechanisms

- The University is authorized to monitor the research activities of the academic personnel and respond to all detected violations of the common rules of conduct by the academic personnel.
- In case of identification of plagiarism by the academic/invited personnel of the University, the issue will be discussed by the Academic Board of the School together with the Quality Assurance Department. If the validity of the suspicion is confirmed, the Academic Board shall ask the Rector of the University to take relevant measures.
- If the validity of the facts of plagiarism is confirmed, the Rector shall call on the Disciplinary Commission that will discuss the issue and take a decision on imposition of an appropriate penalty on the person who committed plagiarism.
- If the fact of violation of academic good faith is not confirmed, the University shall put into effect all possible mechanisms to restore the person's scientific/professional reputation.
- If the fact of violation of academic good faith is confirmed, considering the severity of the violation, the following disciplinary penalties may be imposed on the violating person:

6.5.1 Notice; 6.5.2 Reprimand; 6.5.3 Deduction of 20% of the remuneration determined by the labor contract; 6.5.4 Termination of the labor contract.

Appeal of the Commission's decision

The person, on whom the disciplinary penalty was imposed due to the commission of plagiarism, shall have the right to appeal the decision of the Commission to the court as provided for by the legislation.

RULES FOR DROP OUT FROM A COURSE AND OF POSTPONEMENT OF THE THESIS/DISSERTATION

Purpose of the Rule

The purpose of this Rule is to determine the procedures for drop out from the course, retaking the course and postponement of the diploma thesis/dissertation by a student within his/her academic performance.

Drop out from a course

- Drop out from a course means transfer by the student of the subject included in the respective educational program into the following semester(s) in accordance with the requirements of this Rule.

- During one academic year the student has the right to deregister from not more than 2 courses (mandatory and elective subjects). In this case the student will not be evaluated in the respective subject and will have the possibility to retake the course during the following semesters without payment of the additional fee.

- The student has the right to deregister from the courses only during the first 4 meetings/lectures from the beginning of the course, in which case the student shall be exempted from the repayment of the fee for that course in the future; after the expiration of this term, the student shall not have the right to deregister from the course.

- In case of drop out from the course, the student may have additional semester/semesters to take.
- Drop out from the course is made upon the prior consultation with the School management (Dean, Head of the program), in case of their consent.
- The School management may refuse the student to deregister from the course if this contradicts the student's interests or if the course is the precondition for other courses included in the following semesters.

Retaking the course

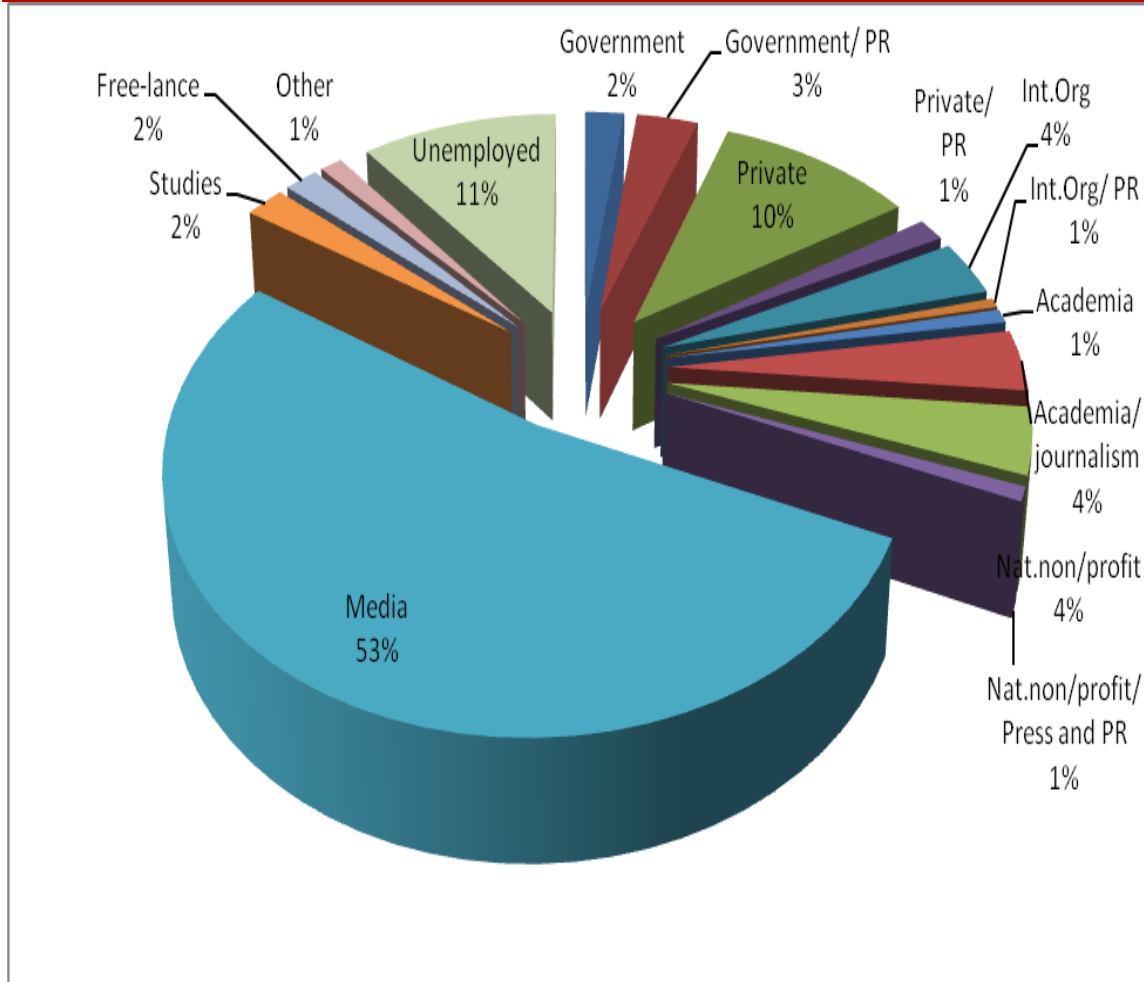
- Unsatisfactory assessment of the student in a certain subject shall be the reason for retaking the course without payment of the respective fee calculated on the basis of the credits.
- If the student misses 33% of the contact hours of the subject for a valid excuse, he/she is obliged to retake the course without payment of any additional fee.
- If the student misses 33% of the contact hours of the subject for an unreasonable excuse, he/she is obliged to retake the course after payment of the respective fee calculated on the basis of the credits.
- The student may retake the course if he/she is not satisfied with the positive evaluation and wants to retake the course after payment of the respective fee calculated on the basis of the credits.

Postponement of defense of the diploma thesis/dissertation

- A student/ doctoral student shall have the right to postpone the securing of the diploma thesis/ dissertation to the following academic year on the basis of his/her personal application, in which case he/she is obliged to pay the fee of GEL 500 for postponement of the diploma thesis/ dissertation.
- If the student has a documented valid excuse, he/she shall have the right to postpone the securing of the diploma thesis to the following academic year on the basis of his/her personal

application, in which case he/she shall be exempted from payment of the fee for transfer of the
securement of the diploma thesis.

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