

Formation of the Bachelor's Educational Programme

- As a rule, the Bachelor's Educational Programme includes a main specialty (at least 180 credits), additional specialty (at least 60 credits) and a free component;
- The student chooses the main specialty at the time of enrollment, as for the additional specialty and free component, they are selected during the semester. The choice is free and is carried out according to the student's will;
- No less than 75% of regulated educational programme is dedicated to the processing of the components which are necessary for regulated profession.

The student workload and semesters

- Credit – a unit which expresses the amount of workload necessary for the student and can be obtained after achieving learning outcomes;
- The academic year consists of two semesters: autumn and spring;
- The Bachelor student workload for 8 semesters is no less than 240 credits;
- The workload of One-cycle Educational Programme of the Medical/Dentist student is no less than 360/300 credits during 12/10 semesters;
- The student workload during an academic year is about 60 credits (30credits in a semester);
- In order to fulfill the relevant number of credits the undergraduate has the right to choose the courses that are no more than 40 credits.

Internal Mobility

- Akaki Tsereteli State University student has right to change his/her educational programme with the help of internal mobility;
- The student has right to participate in internal mobility even if his/her student status is active or suspended at the time of declaring internal mobility;
- Internal mobility is possible within one level of higher education. The student has right to participate in internal mobility after one semester of studying at proper level of higher education. That period doesn't consider the time when the student's status is suspended;
- Only relevant amount of students will get the chance to change educational programme, especially whose results at National Exams exceed the results of other candidates.

Foundation for suspending a student's status is following:

- a) A personal application (without indicating a reason);
- b) Illness, in case of student's involvement in learning process is impossible and it is certified with the

document;

- c) Studying abroad at a higher educational institution;
- d) Recruitment in compulsory military service;
- e) Financial arrears or other circumstances envisaged by the institution regulations;
- f) Maximum period of student status suspension is 5 years.

Foundation for ceasing a student's status is following:

- a) Student finishes educational programme at corresponding learning stage;
- b) A personal application;
- c) Suspending the student status for more than 5 years during the studying period at the university;
- d) Student can't gather needed credits 3 times in one of the compulsory courses;
- e) 3 times she/he can't pass complex qualification exams in one-cycle educational programme of medicine;
- f) In case of not having desire to continue learning after completing the normative term intended for completion of the educational programme (Bachelor programmes – 8 semesters, one-cycle programme "medicine" – 12 semesters, one-cycle programme "Dentistry" – 10 semesters, Master programmes – 4 semesters, Doctoral programmes – 6 semesters, Teacher training programme – 2 semesters, Educational programme in Georgian language – 2 semesters) and additional two semesters.

Student's rights and obligations

University student has the right to:

- a) Get a high quality education;
- b) Participate in university scientific research;
- c) Use university material-technical, library, information and other facilities under the rule which is established by the regulations and structural units of the university;
- d) Freely express his/her views and give reasoned denial to share the ideas that are offered to him/her during the learning process;
- e) Change the higher education institution in accordance with Georgian legislation and the regulations of the recipient higher education institution after the second year of studying and take government funding to that institution;
- f) Get a scholarship, financial or other benefits from the government, university or other sources in accordance with Georgian legislation and the regulations established by the university.

The student is obliged to:

- a) Study all the courses which she/he has chosen

on their own will and are mandatory in accordance with the programme established by the university;

- b) Follow the requirements of the relevant faculty;
- c) Take care of university property;
- d) Follow the requirements that are defined by the law, university regulations, Code of Ethics and contract.

Additional semester

- The student who was not able to obtain relevant degree within the timeframes defined by the programme has the chance to complete the educational programme self-financing during next semesters;
- In the additional semester the student pays for the fee which is calculated in proportion to the number of credits to be obtained.

Student assessment

- The form of final and appropriate additional exam is written exam. Depending on the characteristics of educational programme it may contain oral exam as well. In this case, if a student gets at least 51% of the points in each component (oral/written), the exam is considered as passed.
- The student's achievement assessment system:
 - (A) Excellent – 91% and more out of maximum;
 - (B) Very good – 81-90% out of maximum;
 - (C) Good – 71-80% out of maximum;
 - (D) Satisfactory – 61-70% out of maximum;
 - (E) Sufficient – 51-60% out of maximum;
 - (FX) Re-exam pass – 41-50% out of maximum, which means that the student has a chance to resit the exam once again.
 - (F) Failed – less than 40% out of maximum. Student has to learn the course again.

If the exam is evaluated by several examiners, final result will be calculated by arithmetic mean.

The student is allowed to take final exam only if the total amount of the point in his/her mid-term exams are no less than 18 points.

Giving academic degree/qualification

After completing educational programmes at Bachelor level the student is awarded appropriate academic degree/qualification. Academic degree/qualification is given to the candidate by the appropriate faculty in accordance with the established rule.

Diploma/Certificate

- Academic degree/qualification is confirmed by the Diploma, followed by standard attachment, which is signed by The University Rector and The Faculty Dean and certified with the university stamp;
- A person who didn't or couldn't manage to complete appropriate course is given a certificate.

2017-2018 ACADEMIC CALENDAR

18.09.2017 - 14.01.2018 - I Semester study period

06.11.2017 - 12.11.2017 - Midterm

01.01.2018 - 07.01.2018 - Christmas holidays

15.01.2018 - 25.02.2018 - Exam session(Debt liquidation period)Winterschool

26.02.2018 - 17.06.2018 - II Semester study period

16.04.2018 - 22.04.2018 - Midterm

18.06.2018 - 19.08.2018 - Exam session(Debt liquidation period) Summer school

Students' Support and Development Services successfully functionates at Akaki Tsereteli State University which allows the students to apply (info@atsu.edu.ge) to the University Rector, Vice Rector, Head of Administration, Dean or other authorities both in written or from their private corporate (name.surname@atsu.edu.ge) e-mail, which they are required to have. After receiving the application, "Student Services" provides electronic circulation of documents.

Students can get consultations on various university issues from "Students Support and Development Services", they help them to operate private corporate e-mails in order to be able to get the necessary information every day, register on electronic courses ([address: ots.atu.edu.ge](http://ots.atu.edu.ge)), get knowledge about lecture materials, pass their mid-term and final exams, etc.

Akaki Tsereteli State university student have the ability to be involved in several international exchange programmes. Students can get information about exchange programmes:

<http://atsu.edu.ge/index.php?option=com.content&view=article&id=85&Itemid=217>



KUTAISI



Kutaisi Tamar Mepe '59 Building

Build. I, II, III, IV
 Dean's Office of the Faculty of Business, Law and Social Sciences – I Building
 '1203 Room - (0431) 24-39-37
 Dean's Office of the Faculty of Humanitarian – III Building,
 '3307 Room - (0431) 24-38-42
 Dean's Office of the Faculty of Exact and Natural Sciences - II Building
 '2401 Room - (0431) 24-35-32
 Dean's Office of the Faculty of Pedagogics - II Building '2406 Room - (0431) 24-05-16
 Dean's Office of the Faculty of Medicine - XI Building, '306 Room - (0431) 22-34-44
 Dean's Office of the Faculty of Technical /Engineering (Akhlagzrdoba St. '98) - VII Building
 '213 Room - (0431) 24-48-74
 Dean's Office of the Faculty of Technical /Engineering (Akhlagzrdoba St. '98) - VII Building '223 – Room (0431) 23-41-54
 Dean's Office of Agrarian Faculty (Shervashidze St. '53) – (0431) 27-77-66
 Dean's Office of the Faculty of Maritime-Transport(9 April In. '11 Poti) – (493) 22-11-08

I Building
 Rector's Office - '1101, (431) 24-21-73
 Green Hall - '1103
 Office of the Head of Administration - '1104, (431) 24-53-45
 Vice Rector's Office - '1108, (431) 24-44-95
 Quality Assurance Office - '1109, (431) 24-00-33
 Study Process Management Office - '1110,(431) 24-12-93
 Marketing, Projects and event Management Office - '1111, (431) 24-00-36
 Chancellery - '1112, (431) 24-68-42
 Continuous Education -'1119, (431) 24-58-89
 Exam Organising and Technical Support Sector - '1128, (431) 24-49-45
 Student Self-Government - '1130, (431) 25-00-59
 Future Industrial Innovation Lab - FABLAB ATSU - '1131
 Center for Culture, Sport and Youth Affairs - '1138, (0431) 25-28-76
 Assembly Hall - '1206
 Reading Hall - '1207
 Internet Lab - '1211
 Museum of Geology - '1228

II Building
 Library - '2101
 Information Technologies Assurance Service Office - '2301

IIB Building
 American Studies Center - (431) 25-02-10
 Library - (431) 24-02-87



Chavchavadze st. '21
 Department of Tourism and Economics
 Library - (431) 22-58-93



Shervashidze st. '53
 Library
 Medical Cabinet - (431) 27-40-53

III Building
 Archive - '3105, (431) 25-03-86
 Medical Cabinet - '3107
 Publishing House - '3108, (431) 24-00-21
 Military Accounting Department - '3110, (431) 22-12-07
 Financial and Material Resources Management Office - '3112, (0431) 25-01-81
 Legal Office - '3116
 Goethe Information Centre - '3301, (431) 24-54-65
 Foreign Language Courses - '3302, (431) 24-62-77
 Hotel - '3401
 Language Centre - '3410, (431) 24-00-32
 Foreign Affairs and Development Office - '3504, (431) 24-57-84

IV Building
 Human Resources Management Office - '4101, (431) 24-51-72
 Interfaculty Library - '4102

V Building – T. Tabidze st. '18
 Museum of Zoology - '5307
 Herbarium - '5108

VI Building – Kupradze st. '17
 Sports Manege



Akhlagzrdoba st. '98
 Build. VII, VIII, IX, X, XI, XII, XIV, XV, XVI
 II Ln. Akhlagzrdoba st. '24 Build. XIII
 XI Build. Scientific-Research Centre
 XV Build. Dormitory (campus)
 XVI Build. Sports Manege



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AKAKI TSERETELI STATE UNIVERSITY

GUIDE FOR BACHELORS



2017-2018 ACADEMIC YEAR

