

LLC "David Tvildiani Medical University Community Nursing College"

Approved by Order N183 of the Director of LLC

"David Tvildiani Medical University Community Nursing College" dated June 24, 2026



REGULATING RULES OF THE EDUCATIONAL PROCESS

Tbilisi, 2026

Chapter I. Scope of Regulation, Legal Foundations, Definition of Terms

Article 1. Scope of Regulation

1. These rules regulate issues related to the educational and ongoing processes during the implementation of vocational educational programs of LLC "David Tvildiani Medical University Community Nursing College", such as the organization and management of the educational process, obtaining, suspending, and terminating vocational student status, mobility, recognition of acquired education, assessment of vocational students, awarding of qualifications, integration of inclusive education into the educational process, creation of an inclusive learning environment, establishment of information mechanisms for vocational students, and the definition of students' rights and obligations.
2. Compliance with and execution of these rules is mandatory for all employees and vocational students of the institution.
3. Teaching in vocational educational programs is conducted in the Georgian and English languages.
4. Admission to the program is carried out in accordance with these rules and the legislation of Georgia.
5. Issues that are not regulated by these regulating rules of the educational process shall be regulated by the legislation in force in the vocational field, orders of the Minister of Education and Science of Georgia, the statutes of the College, and individual legal acts of the Director of the College.

Article 2. Legal Foundations:

1. Law of Georgia "On Vocational Education";
2. Law of Georgia "On Education Quality Enhancement";
3. "Rules and Conditions of Enrollment in a Vocational Educational Program", approved by Order N42 of the Minister of Education and Science of Georgia dated July 02, 2021;
4. "Credit System in the Field of Vocational Education", approved by Order №120/n of the Minister of Education, Science, Culture, and Sport of Georgia dated December 28, 2020;
5. Order N198/n of the Minister of Education, Science, Culture, and Sport of Georgia dated September 20, 2019 "On Approval of the Rules of Vocational Student Mobility";
6. Order №188/n of the Minister of Education and Science of Georgia dated September 6, 2019 "On Approval of the Rules for Recognition of Learning Outcomes Achieved within the Framework of Non-Formal Education";
7. Order N121/n of the Minister of Education, Science, Culture, and Sport of Georgia dated December 28, 2020 "On Approval of the Rules for Recognition of Learning Outcomes Achieved within the Framework of Formal Education";
8. Order №170/n of the Minister of Education, Science, Culture, and Sport of Georgia dated August 19, 2019 "On Approval of the Rules and Conditions for the Integration of Learning Outcomes of the Secondary Level of General Education into a Secondary Vocational Educational Program";
9. Order №11/n of the Minister of Education and Science of Georgia dated February 17, 2021 "On Approval of the Rules and Conditions for the Creation and Administration of the Vocational Education Management Information System";

10. Ordinance №244 of the Government of Georgia dated September 19, 2013 "On Determining the Rules and Conditions for Financing Vocational Education and Approving the Maximum Amount of Tuition Fees in State-Established Educational Institutions Implementing Vocational Educational Programs";
11. Order №99/n of the Minister of Education and Science of Georgia dated October 1, 2010 "On Approval of the Regulation and Fees for Authorization of Educational Institutions";
12. Authorization Standards of a Vocational Educational Institution.

Article 3. Definition of Terms

1. The terms used in these rules have the following meanings:
 - **a) College** - A vocational educational institution – a legal entity of private law, which is authorized to implement vocational educational programs, vocational training programs, and vocational retraining programs in accordance with the rules established by the legislation of Georgia;
 - **b) Administration** - Person(s) authorized to lead and represent the College, and persons involved in the management of administrative processes;
 - **c) Vocational Education** - A level of education that ensures the development of the competence/competences required by a specific profession and/or the labor market for an individual, and which is directed towards the professional, social, and personal development of the individual throughout their life;
 - **d) Vocational Educational Standard** - A document that defines the qualification/qualifications to be awarded, the number of credits required to award the respective qualification/qualifications, the learning outcomes to be achieved, the combination of modules whose learning outcomes must be achieved to award the qualification/qualifications, the prerequisites for admission to the program/programs, employment fields, and requirements related to the development and implementation of the educational program/educational programs (if any);
 - **e) Vocational Educational Program** - A combination of educational goals, learning outcomes, module/modules, corresponding credits, teaching methods, assessment forms, and organizational specificities of the educational process. A vocational educational program is completed by awarding a qualification corresponding to the 3rd/4th/5th level of the National Qualifications Framework provided by the vocational educational standard and issuing a diploma;
 - **f) Vocational Student** – A person studying in a vocational educational program;
 - **g) Transitional (Pending) Vocational Student** - A vocational student enrolled in a vocational educational program based on the results of testing in Russian, Azerbaijani, or Armenian languages, who has successfully completed the module "Georgian Language A2/B1";
 - **h) Applicant** – A person who possesses a document certifying basic general education issued in Georgia or equated to it, meets additional requirements established by the professional standard/framework document of the vocational educational program based on the specificities of the profession, and/or is registered for vocational testing purposes under the "Rules and Conditions of Enrollment in a

Vocational Educational Program" approved by Order N42/n of the Minister of Education and Science of Georgia dated July 2, 2021;

- **i) Module** - A component existing within the framework of a vocational educational standard or developed independently, which combines logically interrelated learning outcomes, describes the ways and means of achieving them, and the conditions for verification;
 - **j) Work-Based Learning** – A form of implementation of a vocational educational, vocational training, or vocational retraining program that involves achieving certain learning outcomes of the program in a simulated work environment and/or real work environment (including dual education);
 - **k) Suspension of Vocational Student Status** - Temporary exemption from fulfilling the rights and obligations of the College and the student, without terminating the student's status;
 - **l) Termination of Vocational Student Status** - Exemption from fulfilling the rights and obligations of the student without the right to restore the vocational student status;
 - **m) Vocational Student Mobility** – Free movement of a vocational student to participate in the learning process, both in Georgia and abroad, accompanied by the recognition of education, credits, or qualifications received during the study period;
 - **n) External Mobility** - A case of a vocational student transferring from one vocational educational institution to another vocational educational institution;
 - **o) Internal Mobility** - A case of a vocational student transferring from one vocational educational program of a vocational educational institution to another vocational educational program within the same institution;
 - **p) Formal Education** - Education received at an educational institution;
 - **q) Non-Formal Education** - Professional knowledge and skills acquired in a non-formal environment;
 - **r) Inclusive Education** - Inclusion of a vocational student with special educational needs in the educational process;
 - **s) Diploma** - A document certifying vocational education, in which the qualification is specified.
2. Terms that are not defined in these rules have the meanings defined by the legislation in force and subordinate acts.

Chapter II. Organization of the Educational Process and Higher Vocational Educational Program in Nursing Education - Duration and Volume

Article 4. Duration of the Academic Year and Volume of Credits

1. The volume of the program for Georgian and English-speaking vocational students is 180 credits.
2. The number of working weeks is 123.
3. The volume of the program for non-Georgian speaking (Russian, Azerbaijani, or Armenian speaking) vocational students is 210 credits.
4. The number of working weeks is 144.

5. For enrolled persons (Russian, Azerbaijani, or Armenian speaking) whose competence in the Georgian language is not confirmed, teaching in the vocational educational program begins with Georgian language modules.
6. The curriculum of the first academic year includes theoretical teaching modules with introductory concepts, the implementation of which at the beginning of the program serves as a basis for the vocational student to comprehend and master general and vocational modules.
7. In accordance with the curriculum of the second academic year, modules are laid out taking into account the basic principles of nursing, which promotes the continuity of themes. Furthermore, in the second half of the academic year, vocational students are given the opportunity for the first time to take a clinical practice module in relation to the completed theoretical teaching module.
8. The curriculum of the third academic year closes the logical chain, and the second half of the academic year is fully dedicated to the summary clinical practice module of all completed modules, which ensures the realization of the knowledge acquired by the vocational student and the application of the studied nursing practice.
9. Overcoming the delivered modules and achieving the learning outcomes (and for persons enrolled after August 09, 2022, participating in the midterm assessment) represents a prerequisite for admitting the vocational student to the qualification exam, and ultimately determines the issue of awarding the qualification.
10. Various forms of teaching are used in the educational process, in accordance with the program distribution, e.g.:
 - Interactive lectures and seminars;
 - Bedside teaching in a clinical environment;
 - Use of simulators and manikins;
 - Performing roles of patient and nurse;
 - Presentation, which is reflected in the annexes of the educational program - modules.

Article 5. Organization of the Educational Process in Vocational Educational Programs

1. Vocational educational programs define the qualification to be awarded, objectives, volume, learning outcomes, and the methodology of teaching and assessing vocational students in accordance with the legislation in force (See Methodology for Planning, Implementation, and Evaluation of the Educational Program) .
2. Teaching at the College is conducted according to the class schedule drawn up by the Educational Department, which is compiled in agreement with the program implementers and is approved by the Director's order before the start of the educational process. The class schedule is shared with the program implementers and vocational students and/or will be posted on the information board designated for this purpose in the College. The daily learning activity of a vocational student within the framework of vocational educational programs is determined by the respective vocational educational program.
3. The academic year covers a continuous 12-month period (taking vacations into account).
4. The lecture schedule includes the following data:
 - a) Exact time and place of the implementation of the modules;

- b) Title of the module;
 - c) First name and surname of the implementer of the vocational educational program/module;
 - d) Start and end time of the lecture.
5. A five-day school week is established in the College, from Monday to Friday inclusive.
 6. The daily learning activity (workload) of a vocational student within the framework of the vocational educational program includes a maximum of 8 contact hours.
 7. The duration of a lecture is one astronomical hour (an academic hour is 45 minutes, with a 15-minute break between lectures).
 8. For the purpose of recording the attendance of vocational students at lectures, an attendance log is maintained at the College, and in the case of clinical teaching, arrival at the clinical institution is confirmed by the vocational student's record journal.
 9. The maximum workload of a study week is 30-40 astronomical hours in one shift.
 10. Teaching in a study week is conducted according to the lecture schedule in two shifts, which is drawn up in accordance with the curriculum of the vocational educational program.
 11. Vacations in vocational educational programs are determined by an individual administrative-legal act of the College Director.
 12. If a total of 5 vocational students remain in parallel groups of the same program, the management is authorized to make a decision on merging the groups, provided that this does not worsen the condition of the vocational student resulting from the change.

Article 6. Rules and Conditions for Conducting the Educational Process Remotely

1. The rules for conducting the educational process remotely at LLC "David Tvildiani Medical University Community Nursing College" (hereinafter the Rules) define the conditions for substitution with an alternative teaching model in the College when necessary.
2. The rules for conducting the educational process remotely (hereinafter the Rules) apply to vocational education teachers and vocational students involved in the educational process.
3. In the process of conducting the educational process remotely, all rules and regulations in force in the College regarding the organization of the educational process apply and can be used in the distance learning mode.
4. Electronic learning components are used during force majeure situations, during illnesses or temporary/long-term disabilities of vocational students, during temporary incapacity for work of vocational education teachers/instructors which precludes the simultaneous presence of the teacher and the vocational student on the territory of the College, in conditions caused by an epidemic or pandemic, during established temporary restrictions, severe meteorological conditions, and in the case of a state of emergency declared in the country.
5. Electronic learning (distance learning) enables vocational students to use personalized and flexible (by time and place) methods, and at the same time ensure the achievement of learning outcomes through the use of online information sources, as well as video and audio channels.
6. The decision regarding a specific vocational student(s) or the use of the electronic learning system in general is formulated by an individual administrative-legal act of the Director.

The form of conducting assessments, different timeframes for the study period, and different deadlines and conditions for specific directions/fields may be determined by the order.

7. Electronic (distance) teaching can be carried out within the framework of those modules that are defined (permitted) by the vocational educational standard.
8. The electronic teaching system must make it possible to ensure that learning outcomes are met.
9. In the case of conducting the educational process remotely, the educational process runs completely electronically, synchronously, using an electronic platform adopted by the College.
10. Vocational education teachers and vocational students connect simultaneously using the electronic platform.
11. If necessary, the College ensures the training (instruction) of vocational education teachers and students in using electronic platforms.
12. Classes are conducted according to the class schedule drawn up by the head of the Educational Department.
13. The duration of classes is determined in accordance with the class schedule drawn up by the head of the Educational Department.
14. The vocational education teacher is obliged to adhere to the schedule and time compiled by the head of the Educational Department and to start and organize the lesson electronically on time.
15. The vocational education teacher is obliged to maximally use all those teaching methods that are most effective in the electronic teaching format and contribute to the achievement of results.
16. The vocational education teacher is obliged to monitor the attendance of vocational students.
17. The vocational education teacher is obliged to maximally ensure the involvement of vocational students in the educational process.
18. The vocational education teacher is obliged to notify the head of the Educational Department of the College about any cancellation or postponement-restoration of a class for further response.
19. The vocational student is obliged to engage in the educational process according to the class schedule.
20. The vocational student is obliged to facilitate the smooth running of the educational process and exclude any disruptive factor.
21. The vocational student is obliged to take into account the instructions provided by the vocational education teacher.
22. The vocational student is obliged to have their webcam and microphone turned on during the class process so that the vocational education teacher has the opportunity to visually see and hear them.
23. Despite distance learning, the vocational student is obliged to confirm learning outcomes in a face-to-face format.
24. The course of classes must be recorded for the purpose of subsequent monitoring.
25. In the event that remote implementation of the program/program component(s) was not requested at the stage of adding the vocational educational program, if the form of program implementation changes, the College shall apply to the National Center for Educational

Quality Enhancement regarding the change in the form of program implementation, using the form approved by an individual administrative-legal act of the Center's Director.

Article 7. Rules for Implementing the Practical Component

1. The vocational teacher implementing the module and the manager of the educational practice are responsible for the implementation of the practical component.
2. The partner organization assigns a practice supervisor/instructor who carries out the assessment of vocational students in accordance with the records of the program/module.
3. The educational practice manager carries out the distribution of vocational students to the respective clinical institution.
4. The educational practice manager and the program head arrange a working meeting with vocational students at least one week before the start of the practice and inform them about the following:
 - o a) Duration of practice days;
 - o b) Time of arrival at and departure from the workplace;
 - o c) Number of practice hours during the day.
5. The distribution of vocational students to practice facilities takes place on the basis of the initiation by the educational practice manager, at least one day before the start of clinical teaching.
6. After the issuance of an individual administrative-legal act, an official request/letter is made, which reflects the name of the practice facility, contact information of the practice supervisor, name of the program, duration and volume of the practice, and the nominal list of vocational students distributed to the facility.
7. In case of initiation from the vocational student's side, it is possible to sign an appropriate agreement/memorandum with the practice facility regarding the industrial practice of a specific vocational student.
8. The educational practice manager and/or the vocational education teacher is responsible for controlling the attendance of vocational students. In case of non-fulfillment of obligations by the vocational student, or violation of the requirements of the Labor Code by the company, they are obliged to provide information in writing to the management.
9. The educational practice manager is obliged to collect the practice diaries and assessment sheets signed by the practice implementer/company instructor within a maximum of 3 days after the completion of the practice and present written information regarding the assessment of vocational students.
10. The assessment of a vocational student is carried out in accordance with the records of the program/module.
11. The summary of clinical results takes place within 10 days from the completion of the practice.

Article 8. Individual Curriculum

1. If necessary, in order to achieve the learning outcomes provided by the respective program, the College develops an individual curriculum tailored to the individual needs of the vocational student, which is based on the respective vocational educational program and,

along with other elements of this program, describes the learning outcomes to be achieved by the vocational student and the individual ways to achieve them.

2. The individual curriculum takes into account the interests, specific requirements, and needs of the vocational student (including a vocational student with special educational needs or a vocational student with disabilities).
3. The individual curriculum allows for student-oriented planning of every period of time.
4. An individual curriculum is created for a specific student/students.
5. The need for an individual educational plan arises if:
 - o a) A student/listener with special educational needs or disabilities studies at the College and is unable to achieve confirmation of learning outcomes within the framework of the respective vocational educational program;
 - o b) A vocational student whose status was suspended has had their status restored;
 - o c) In accordance with the rules for development, improvement, and approval of the vocational educational standard and module/modules, a vocational educational standard was cancelled, or one qualification was removed from the vocational educational standard, or the program was changed/cancelled, where the opportunity to continue studies must be ensured for vocational students;
 - o d) A person who entered via mobility has learning outcomes that differ from the learning outcomes of the receiving institution.
6. The College ensures service oriented to individual needs for persons with special educational needs and disabilities, including the accessibility of educational resources. However, in individual cases, assistive equipment, software, and adaptation of educational resources may be required. Adaptation of educational resources also implies contextual or visual adaptation of educational resources. For example: texts printed in a relatively larger font or contextually simplified texts.
7. Regarding the case provided by subparagraph "a" of paragraph 5 of this article, the vocational education teacher/practice supervisor applies to the Educational Department, after which a representative of the Department and the program head attend the educational process for observation purposes. If the fact is confirmed, the Educational Department, together with the program head, vocational education teacher/practice supervisor, and the assistant of the respective student with special educational needs or disabilities, develops an individual curriculum within 5 working days.
8. The individual curriculum developed for a vocational student with special educational needs or disabilities represents a modification of the vocational educational program/module (a qualitative or quantitative change in the learning outcomes to be achieved) and/or accommodation (a change in teaching and assessment approaches without changing the learning outcomes to be achieved) and, accordingly, specifies the additional educational services required for the student with special educational needs or disabilities. The individual curriculum is used as a guide for conducting the educational process of the student with special educational needs or disabilities, and within its framework, the ongoing assessment of the student is carried out individually according to the defined learning outcomes to be achieved, while the final assessment and awarding of credits are done in accordance with the requirements of the vocational educational program/module.
9. In the cases of subparagraphs "b" and "c" of paragraph 5 of this article, the Educational Department, together with the program head and with the active participation of the

vocational student, develops an individual curriculum within 5 working days from the moment the need arises.

10. The individual curriculum is agreed with the vocational student, which is confirmed by a signature.
11. In the event that an agreement cannot be reached with the vocational student, the individual curriculum is re-developed/revised.

Article 9. Information System for Vocational Students

1. A vocational student receives appropriate consultation and support from the Educational Department, the program head, and the vocational education teacher to improve academic achievements.
2. During the formative assessment stage, the student systematically receives feedback and consultation from the vocational education teacher.
3. Informing students/listeners about assessment results is carried out individually, while maintaining confidentiality.
4. From the moment studies begin, vocational students adapt to the learning environment. The vocational orientation and career planning manager, together with the program head, introduces the College's services and infrastructure to the vocational students through an info tour (library, kitchen, etc.).
5. On the first day of the academic year, the vocational orientation and career planning manager introduces the College's website and Facebook page to the vocational students. Parallel to learning about the website, vocational students get acquainted with the College's mission, vision, and values, the strategic development plan, structure, the programs offered by the College to applicants, as well as various other services operating in the College, the document regulating the educational process, their rights and obligations, and the internal regulations.
6. At the beginning of the academic year, the College's safety specialist conducts a briefing for vocational students regarding general safety rules.
7. The vocational orientation and career planning manager of the College promotes additional/non-formal activities and supports vocational students' initiatives. For this purpose, the College fully encourages and supports the implementation of educational, creative, sports, charitable, excursion-educational, and socially useful student initiatives that correspond to the goals and scope of activities of the College.

Article 10. Exemption of a Vocational Student from Lectures

1. The authority to exempt a vocational student from a lecture/practical class for a period of up to 10 days is granted to the Director, for which the vocational student writes an application addressed to the Director.
2. The authority to exempt a vocational student for a period of more than 10 days is granted to the Director, for which the vocational student writes an application addressed to the Director.
3. The decision regarding the exemption of a vocational student is made through the electronic document management system and is communicated to the vocational student/listener in writing or orally.

Article 11. Consideration of Vocational Student Absences as Excused by the College

1. A vocational student's absence shall be considered excused if the reason for the absence is:
 - o a) Participation in international sports, art, and scientific events, or a short-term visit abroad for educational purposes (e.g., participation in trainings, conferences, etc.), but not exceeding 10 working days;
 - o b) Health condition (in case of presenting the relevant document within 10 working days from its issuance);
 - o c) Family circumstances (in case of presenting relevant confirming circumstances and documentation), not exceeding 10 working days.
2. In the presence of circumstances provided by subparagraphs "a" and "b" of the first paragraph of this article, the vocational student/parent of the vocational student/legal representative must present a document issued by the relevant institution. The decision to excuse absences on the grounds provided by subparagraph "c" is made based on the evaluation of the circumstances mentioned in the written appeal of the vocational student/parent/legal representative, the submitted documentation, and the corresponding recommendation issued by an authorized employee of the College.
3. The decision to consider a vocational student's absences as excused is made by the College Director.

Chapter III. Assessment of Vocational Student Knowledge

Article 12. Assessment of Students of a Vocational Educational Program

1. The assessment of student achievements is a continuous process that accompanies the entire cycle of teaching. Assessment for a vocational student takes place throughout the entire study period. In the case of vocational educational programs created on the basis of a vocational educational standard, the rules for credit distribution, learning activity (workload) of a vocational student, and evaluation of vocational student achievements are determined by the respective vocational educational standard, modules, and the rule for evaluating vocational students approved at the College.

Article 13. Confirmation/Non-Confirmation of Learning Outcomes and Awarding of Credit

1. Confirmation of achieving a learning outcome is possible through formative and/or summative assessment. Assessment may be carried out using both scores and the pass/fail (credit) principle.
2. The evaluation of a vocational student's progress (assigning scores) is carried out along with the assessment provided by the modular program, according to the rules established by the College, using a 100-point system as well (this applies to both the modules provided by the approved authorized programs and the additional elective (non-mandatory) curation running parallel to the practical nurse program).
3. Summative assessment involves the use of a system based on pass/fail principles (based on competence confirmation) and allows for the following two types of assessment:

- **a) Learning outcome confirmed** - several criteria are used, the weight and importance of which, in case of an argued position based on the content of the result to be confirmed, may be determined by the teacher. This implies the possibility that if a student fails to confirm any criterion, by the teacher's decision, the module/result may be considered confirmed. The student may not be informed about the weight of the criteria in order to avoid learning only high-weight issues.
 - **b) Learning outcome not confirmed.**
4. To confirm the completion of a modular program, all modules provided by the program must be positively evaluated. Within the framework of a module, all learning outcomes corresponding to the module are positively evaluated and assigned the corresponding credit. When assessing a vocational student, to achieve each learning outcome of a module, it is necessary to confirm in the learning outcome at least 65% in theoretical and general modules, and at least 75% in practical modules, using the instrument employed in the performance criteria (in case of more than one assessment instrument, by the arithmetic mean of the instruments).
5. In case of receiving a "not confirmed" assessment:
- a) The vocational student has the right to retake the result within one week from the completion of the module;
 - b) In case of repeated non-confirmation, the student can retake the result within the next one week (at a time determined by the institution). In case of receiving a "not confirmed" assessment again, if the confirmation of the result/module is a prerequisite for the next module, the vocational student will not be able to take the module/modules for which the unconfirmed module is a prerequisite, and they are obliged to repeat the module and receive an appropriate assessment.
 - c) In the event of the vocational student's failure to appear at the time scheduled for retaking the result provided by subparagraph "a" of this paragraph, "not confirmed" is recorded in the respective exam sheet, and the vocational student is given the opportunity to use the right provided by subparagraph "b".
 - d) A student's failure to appear at the scheduled time for the case provided by subparagraph "b" of this paragraph, under the conditions provided by subparagraphs "a" and "c", leads to the recording of a "not confirmed" result and the consequence provided by paragraphs 6-8 of this same article.
 - e) In the cases provided by subparagraphs "c" and "d" of this paragraph, exceptions may be made by the institution if the failure to appear is related to an emergency situation of the student, is confirmed by evidence, and the notification to the institution is made before the time scheduled for the retake and/or during the course of the retake. Moreover, if such a circumstance is recorded after the completion of the retake, it will not be considered an exception, and the results provided by the above-mentioned subparagraphs and paragraphs 6-8 of this article will ensue.
6. The institution is obliged to notify the vocational student about the date scheduled for the retake in the case provided by subparagraph 5.2 of this article no later than one week before the exam. The vocational student may apply to the institution with a justified written request (within the scope of the possibility provided by the schedule) to move the scheduled date to another time, no later than 5 (five) days before the scheduled time.
7. A vocational student who fails to confirm any module that is not a prerequisite for any subsequent module(s) provided by the program is given the opportunity to prepare the

- module independently and request an assessment before the completion of the program (except for a practical module).
8. In the case of a repeated assessment of a module/result, receiving a "not confirmed" assessment means that the student is not achieving academic progress, which becomes a ground for terminating the student's status (this does not apply to vocational students with disabilities and special educational needs).
 9. In case of receiving a "not confirmed" assessment in the theoretical part of a module/result, the student can retake the module/result through independent work. Recording the same assessment in the practical part implies an obligation to repeat the module/result with the help of a teacher, for which a fee is determined by the institution, which must not exceed the teacher's hourly remuneration.
 10. The assessment of a vocational student is conducted in different environments: in the classroom, at the workplace, or in a simulated laboratory similar to the workplace.
 11. When assessing a vocational student, the following main directions are used: observation of the process; product/result; testing/questioning (academic - cognitive, creative, analytical skills).
 12. A vocational student has the right to file a grievance regarding the received assessment no later than 3 working days from becoming familiar with it and request:
 - o a) In the case of a written piece of work, its review and a change in the assessment;
 - o b) In the case of a practical assignment/case study/simulation, checking the application of the assessment instrument.
 - o c) A grievance against an assessment received by using oral questions as an assessment instrument will cause a repetition of the result assessment procedure with the content and volume established by the Educational Department.
 13. Based on the student's grievance, the review of assessment results, the assessment instrument, and the criteria will take place with the participation of the Educational Department, the student, and the vocational education teacher. With the consent of all participants, neutral person(s) may be invited from both the student's and the institution's side.
 14. During the review of a grievance related to an assessment, all unjustified circumstances not confirmed by evidence must be resolved in favor of the student.
 15. The final decision regarding the student's grievance is made by the head of the Educational Department - regarding the satisfaction of the grievance and/or the refusal to satisfy it.

Article 14. Midterm Assessment of a Vocational Student, its Purpose, Organization, and Legal Result

1. Midterm assessment represents one of the mechanisms for ensuring the quality of program implementation and giving formative feedback to students.
2. Participation in the midterm assessment is mandatory for the student.
3. Midterm assessment results cannot be used for confirming learning outcomes, awarding credits, or determining/changing student status.
4. Participation in the midterm assessment represents a prerequisite for admitting the student to the qualification exam.

5. Midterm assessment is conducted at an intermediate stage of program implementation, when the vocational student has covered no less than 40 and no more than 60 percent of the learning outcomes defined by the program.
6. The date and format of the midterm assessment are determined for a specific group by an individual administrative-legal act of the Director, upon submission by the head of the Educational Department, no later than one month before the assessment is conducted;
7. Informing the student about the date and format of the midterm assessment is carried out in the form established in the institution, no later than one week from the issuance of the individual administrative-legal act by the Director.
8. The themes of the midterm assessment must not go beyond the learning outcomes covered by the student prior to the midterm assessment.
9. The midterm assessment must provide an opportunity for a holistic assessment of the competences achieved by the student.
10. Taking into account the specifics of the program, the following may be used for the midterm assessment:
 - o a) Theoretical assessment;
 - o b) Demonstration of practical skills;
 - o c) Project presentation;
 - o d) Case discussion and analysis;
 - o e) Other relevant methods or their combination.
11. The instrument used for the purpose of midterm assessment is subject to validation according to the rules existing in the College and/or with the involvement of the midterm assessment commission.
12. The evidence created by the student during the midterm assessment is kept at the College until the qualification exam is conducted for the student.
13. The composition of the midterm assessment commission, the commission chairman, and the secretary are determined by the Director's order.
14. The commission must consist of at least three members, and the majority of it must be composed of persons who did not participate in the process of achieving the learning outcomes to be assessed.
15. A member of the commission must be a representative of the field.
16. The commission is authorized if it is attended by a majority of the commission's composition.
17. The commission makes decisions by a majority of the attending members.
18. In the absence of the commission chairman or secretary, the remaining members elect a session chairman and a secretary.
19. In case of an equal distribution of votes, the vote of the session chairman is decisive.
20. The competence of the commission is to give feedback to the institution based on the midterm assessment results regarding the strengths and weaknesses revealed in the process of program implementation and, if necessary, issue recommendations.
21. The assessment and recommendations of the commission are reflected in the corresponding minutes.
22. Feedback is provided to students regarding the results of the midterm assessment.
23. Midterm assessment results may serve as a basis for initiating changes in the program, evaluating program implementation staff, evaluating material resources, changing

- regulatory acts, or initiating changes in educational standards within the scope of the College's competence.
24. In case of non-participation in the midterm assessment for an excused reason, the student is obliged to participate in a repeated midterm assessment under the conditions and rules established by these rules.
 25. Non-participation in the midterm assessment for an unexcused reason, or non-participation in a repeated midterm assessment, may become a ground for terminating the student's status.
 26. The following may be considered an excused reason:
 - o a) Health or family condition that prevents participation in the assessment process within the main timeframes;
 - o b) Other force majeure circumstance.
 27. The dates for repeated assessment are determined by an individual administrative-legal act of the College Director upon submission by the head of the Educational Department, within reasonable timeframes based on the goals of the midterm assessment.
 28. In case of external mobility, the student must present an official document confirming the fact of participation in the midterm assessment and the fulfillment of the prerequisite for admission to the qualification exam.

Article 15. Organization of the Vocational Student Qualification Exam and Legal Result

1. The goals of the qualification exam are: ensuring the quality of education and awarding qualifications.
2. For the purpose of organizing the qualification exam, the exam date, the composition of the qualification commission, and observers are determined by the Director's order.
3. The commission must consist of at least three members, and the majority of it must be composed of persons who did not participate in the process of achieving the learning outcomes of the person to be assessed.
4. A member of the commission must be a representative of the field, and a representative of the respective field who is not a representative of the College must participate on a mandatory basis.
5. The competence of the commission is to apply to the Director with a motion to award a qualification to the student based on positive results of the qualification exam.
6. The commission is authorized if it is attended by a majority of the commission's composition.
7. The commission makes decisions by a majority of the attending members.
8. In the absence of the commission chairman, the remaining members elect a session chairman and a secretary.
9. In case of an equal distribution of votes, the vote of the session chairman is decisive.
10. The decision of the commission is formulated in the form of minutes of the session, which are signed by the session chairman and the session secretary.
11. A member of the commission is authorized to attach their differing position, if any, to the minutes in writing.
12. Administrative support for the work of the commission is provided by a person/service designated by the College.

13. The decision of the qualification commission is communicated to the vocational student no later than three working days from making the decision (email, student portal, and/or meeting, or other form).
14. The review of appeals related to results is ensured by the appellate commission approved by the Director's order, within the procedures and timeframes established by these rules.
15. The observer of the examination process is obliged to:
 - o a) Arrive at the place of the exam at least half an hour before the start of the exam and notify the College administration;
 - o b) Register the vocational students in the sheet and have them confirm their appearance at the exam with a signature or a mark;
 - o c) Introduce the exam rules to the vocational student before the start of the exam, which must be observed during the examination process;
 - o d) Open the sealed envelope in front of the vocational students and distribute the exam tests;
 - o e) Observe the course of the exam in the sector assigned to them;
 - o f) Provide answers to procedural and technical questions asked by a vocational student;
 - o g) Not provide answers to questions of a substantive nature related to exam topics;
 - o h) Strictly control the observance of rights and duties by vocational students, and act in accordance with these rules in case of their violation;
 - o i) In case of disqualifying a vocational student from the exam, confiscate the exam papers, and write "Disqualified from the exam" on the exam paper, specifying the reason;
 - o j) Warn vocational students about the expiration of exam time 15 minutes before the exam time ends;
 - o k) Confiscate the works from vocational students after the completion of the exam and hand them over to the commission members for checking;
 - o l) Ensure the confidentiality of the works;
 - o m) Not leave the sector assigned to them until the completion of the exam.

Article 16. Rights and Prohibitions for a Vocational Student in the Examination Process

1. A vocational student has the right to:
 - o a) Demand proper conditions for the exam (workspace, lighting);
 - o b) Bring drinking water and a calculating calculator into the exam room;
 - o c) Appeal the received assessment within two working days from the publication of the exam results.
2. During the exam, it is prohibited to:
 - o a) Complete the exam script on sheets/exam papers that were not distributed by the observer;
 - o b) Leave the exam space after the start of the exam time countdown until writing is fully finished, except for cases caused by health conditions;
 - o c) Speak, make noise, or use gestures during the exam process (in this case, the vocational student will receive a warning, and in case of a repetition of a similar or any other violation, they will be disqualified from the exam);

- d) Bring a mobile phone or other electronic device, as well as any item containing information related to the themes defined by the exam subject, into the exam;
 - e) Use mobile phones as calculators;
 - f) Disrupt other vocational students in any form;
 - g) Consult or communicate with other persons outside the classroom during the exam period;
 - h) Look into or copy from another vocational student's test or work;
 - i) Help another person or receive help from another vocational student in any form;
 - j) Make any records on exam materials or continue working after the exam time has expired;
 - k) Copy, take photos of, take out, or attempt to take out exam materials in any form.
3. Grounds for disqualifying a vocational student from an exam are:
 - a) A vocational student is disqualified from the exam without a warning if a dictionary, a written note not allowed in the exam, a mobile phone, an iPad, assistive material (except for allowed cases), or other electronic device (even in a turned-off state) is found;
 - b) Violation of order, or insulting a person participating in the exam process, or other similar cases;
 - c) Appearing at the exam under the influence of alcohol, narcotic, or psychotropic substances;
 - d) Appearing at the exam in place of another person.
 4. Upon violation of any other rule, the vocational student receives a warning. In case of receiving a second warning, the observer is obliged to disqualify the vocational student from the exam.
 5. A vocational student who does not agree with the assessment received at the qualification exam is authorized to apply to the College Director with a justified complaint within two working days from the official publication of the result and request a review of the results.

Article 17. Grievance/Appeal of Assessment Results

1. The assessment of a learning outcome is communicated to the vocational student individually within 1 working day.
2. The vocational student is authorized to submit a written complaint addressed to the Director within 1 working day from becoming familiar with the results, which is then handed over to the Educational Department for onward transmission to a vocational education teacher of the respective field who did not participate in the assessment process, on the same or the next working day.
3. The vocational education teacher reviews the written complaint within 1 working day.
4. In the event that a vocational student's work is assessed by one assessor and the vocational student does not agree with the received assessment, by order of the management, the assessment of the respective work will be assigned to another vocational education teacher possessing the respective field expertise in the College.
5. The vocational education teacher is obliged to justify the objectivity of the received assessment to the vocational student and issue a recommendation to keep the received assessment in force or change it in favor of the vocational student.

6. After the appeal is satisfied and the assessment is changed in favor of the vocational student, the vocational education teacher is obliged to reflect this in the assessment sheet, for which they write an internal memo addressed to the Educational Department.
7. The result of the appeal will become known to the vocational student within 3 working days from the submission of the written complaint.

Article 18. Appealing the Results of Midterm and Qualification Assessments

1. A vocational student who was not admitted to the midterm assessment or who was not given the right to restore a missed midterm assessment is authorized to appeal in writing to the College Director with a justified grievance no later than 7 days from the date of the assessment.
2. No later than 4 working days from the submission of the vocational student's application, the administration group notifies the applicant of the date of the appeal (to the telephone number/email specified by them).
3. The Director, no later than 3 working days from the submission of the application, creates an appellate commission which must consist of at least 3 members, and in whose composition a representative of the partner organization must participate if the vocational student is undergoing learning in a real work environment.
4. The appellate commission is chaired by the College Director.
5. A member of the midterm assessment administration group cannot be a member of the appellate commission.
6. The appellate commission makes decisions based on an oral hearing.
7. The appellate commission appoints a new date for a repeated midterm and/or qualification assessment if it considers that the procedure provided by these rules was substantially violated.
8. A repeated assessment is appointed within the timeframe established by these rules.
9. The appellate commission makes decisions by a majority of votes of the appellate commission members. The decision is signed by all members of the commission.

Article 19. Retention of Documentation Used During Assessment

1. The vocational teacher hands over the completed sheets to the College Educational Department within no more than 7 calendar days from the completion of the module (including retake 2), and the department applies a stamp to each sheet.
2. Collected evidence must allow for the identification of the person being assessed and is kept in the student's portfolio.
3. Documentation used during the assessment of knowledge and skills of vocational students of a vocational educational program – assessment evidence – is kept at the school for a period of three years from the implementation of the assessment, while assessment sheets are kept indefinitely.
4. After the expiration of the respective timeframe, documents to be destroyed are destroyed in accordance with the "Unified Rules of Records Management".
5. Within no more than 7 calendar days from the completion of a module implementing a clinical/summary component, the completed sheets are handed over to the College

Educational Department – to the educational practice manager, who applies a stamp to each sheet.

6. During the review of the issue of awarding qualifications to vocational students, the program head presents the collected evidence in the form of a student portfolio to the qualification commission, and subsequently, the evidence is transferred in the form of a student portfolio to the archive for storage purposes (in the transitional period, until the qualification exam is introduced) .

Chapter IV. Maintenance of the Registry

Article 20. Entry of Information into the Education Management Information System by the College

1. The maintenance of the College registry is carried out in accordance with the rules and conditions for the creation and administration of the Vocational Education Management Information System approved by Order №11/n of the Minister of Education and Science of Georgia dated February 17, 2021.
2. The registry regarding vocational educational institutions and educational institutions implementing vocational educational programs includes information about:
 - o a) Vocational educational standards;
 - o b) Modules;
 - o c) Legal entities authorized to implement a vocational educational program and vocational training/retraining programs;
 - o d) Programs;
 - o e) Human resources of the institution;
 - o f) Enrollment/admission to programs;
 - o g) Persons entitled to enroll in programs/enrolled persons;
 - o h) Financing of the institution.
3. A presumption of accuracy applies to information reflected in the system.
4. The College registry specialist is responsible for the correctness of the information reflected in the system.
5. In the event of a discrepancy between the information reflected in the legal acts of the subject entering information into the system and the corresponding information reflected in the system, the data of the system shall be taken into account.
6. It may be established by the legislation of Georgia that information entered into the system by a subject of the system must be confirmed by another subject of the system, along with other issues related to confirmation.
7. For the purpose of efficient fulfillment of obligations provided by legislation and/or ensuring the systematization of information, in addition to the information provided by these rules, the necessity of processing other information (except for personal data) in the system, the subjects of the system, and other issues related to the processing of the respective information may be determined by an individual administrative-legal act of the head of the management system.
8. A change in the system data is carried out in accordance with the Director's order and within the timeframes defined by the order.

Chapter V. The Vocational Student

Article 21. Rights and Obligations of a Vocational Student

1. A vocational student has the right to:
 - a) Receive a quality education and a fair assessment;
 - b) Freely express their own opinion;
 - c) Be protected from discrimination based on race, nationality, religion, and other grounds;
 - d) Use the property of the College (classroom, computer, library, assembly hall, etc.);
 - e) Receive information related to the educational process, assessment, and any aspect of the teaching-learning process of interest to them;
 - f) Evaluate the quality of a lecture-seminar conducted by a teacher and the educational program/module through questionnaires prepared by internal and external quality assurance structures;
 - g) Participate in the development of an individual curriculum;
 - h) Choose an educational program;
 - i) Participate in conferences, cultural, and other events;
 - j) Appeal an unacceptable assessment result, observing the procedures and timeframes established by these same rules;
 - k) Have their participation ensured during the review of a grievance;
 - l) Receive a justified decision regarding the initiation of disciplinary prosecution against them and the decision made;
 - m) Attend the review of the issue of disciplinary prosecution against them, present evidence in their favor, and defend themselves using their rights.
2. A vocational student is obliged to:
 - a) Get acquainted with and observe the administrative requirements/acts issued by the College that are related to the educational process and are mandatory for execution;
 - b) Fulfill the conditions of the contract signed with the College and the requirements provided by the legal acts issued by the College in their regard;
 - c) Respect the rights and legally protected interests of persons employed at the College and other vocational students;
 - d) Observe requirements related to the educational process.
3. Requirements related to student conduct and the educational process:
 - a) Do not copy homework or classwork assignments from another student;
 - b) Observe copyrights and do not allow plagiarism;
 - c) Do not commit falsification – i.e., falsifying information, using false sources and data, or falsifying documentation when performing an educational assignment;
 - d) Do not use words and sentences unacceptable to society during conversation;
 - e) Do not inflict physical and verbal abuse on others;
 - f) Take care of and do not damage College property;
 - g) Use computers only to obtain information related to the educational process;
 - b) Do not arrive late for events related to the educational process or make a decision to leave them without permission;

- i) Do not appear at the College in an intoxicated state;
 - j) Do not appear at the College in clothing inappropriate for a student (e.g., shorts, shirts with an exposed back, deep décolleté, exposed waist, transparent shirts, etc.);
 - k) Do not consume tobacco and/or electronic cigarettes inside the College building and on its territory;
 - l) Making noise in the corridor during the course of classes is impermissible;
 - m) Take into account the remarks of the pedagogical and administrative staff of the College;
 - n) Follow the instructions of the administration regarding external appearance;
 - o) Do not allow the provocation of a conflict situation;
 - p) Do not play games of chance on the territory of the College;
 - q) Do not allow the acquisition, bringing in, storage, or use of items and substances removed from civil circulation on the territory;
 - r) Do not carry cold weapons (knives and similar sharp and piercing objects that can cause bodily injury) on the territory;
 - s) During classes, a student cannot use a mobile phone, talk to other students, listen to music, or perform any action that disrupts the class process.
4. Ethical and moral norms of a vocational student:
- a) A vocational student is obliged to respect universal and recognized human rights, freedoms, honor, and dignity;
 - b) A vocational student is obliged to care for the protection of the organization's reputation, which implies a conscientious attitude towards the representatives of the institution, the impermissibility of spreading information that is related to the College's activities and is aimed at damaging its reputation, and the impermissibility of spreading confidential information if such is known to them;
 - c) The commission of any other act by them that serves to discredit the institution and/or persons connected with it is impermissible.

Article 22. Principles and Forms of Encouraging Vocational Students

1. The institution has developed forms of encouraging vocational students, which serve to appreciate and encourage their work.
2. The ground for applying encouragement is a decision of the founder, a recommendation of the Director, the Educational Department, a teacher, a group of students, a representative of a practice facility, and/or a person related to the educational process, and/or information spread by a third party about the student's educational, public, social, cultural, or other activities.
3. The decision on the issue is made and issued in the form of an order by the Director. One copy of the order is handed over to the student, one is kept at the College, and an extract from the order is placed in the student's personal file.
4. The following forms of encouragement may be used towards a student:
 - a) Expression of gratitude;
 - b) Inclusion in social and cultural events initiated by various organizations/institutions upon recommendation of the College;
 - c) Awarding a certificate/diploma of honor;
 - d) Giving a valuable gift;

- e) A one-time monetary reward;
 - f) Exemption from paying current tuition fees;
 - g) An observational visit abroad for one month, funded by the College.
5. To apply any form of encouragement, it is necessary to evaluate the student's activity in the context of the significance and value of the benefit brought to their peers, society, and the field.
 6. When applying a form of encouragement, the Director reviews each case individually, and no single case can influence any subsequent one.

Article 23. Disciplinary Commission

1. Disciplinary responsibility of a vocational student implies imposing a disciplinary penalty on them for violating the rules established by Article 21 of these rules.
2. For the purpose of establishing a disciplinary misconduct by a vocational student and imposing a penalty, the institution establishes a disciplinary commission. The Director names 2 members of the commission, a representative of the Educational Department names 2 members, and the student names 3 members.
3. The Director's order regarding the determination of the commission members is issued within 10 days from the commission of the misconduct, and it specifies the misconduct upon which the commission must deliberate.
4. The commission members, no later than 3 days before the session date, must be notified of the information available around the issue to the institution, including information presented by the student or gathered on their own initiative.
5. Persons who were presumably participants in the misconduct, or who under a high standard of suspicion are considered to be connected with or subjectively disposed towards the persons participating in the disciplinary misconduct, cannot be in the composition of the commission members.
6. The commission members named by the student can be either students or any other neutral person.
7. The commission is capable of making a decision if it meets in full composition at the time and place of the session designated by the Director.
8. The commission members elect a session chairman from their own composition, who conducts the session in accordance with these rules. The procedure for making a decision on electing the session chairman is identical to the procedure for making a decision by the commission.
9. Before and/or during the course of the session, the student is authorized to present their own explanation both orally and in written form, as well as other evidence confirming exculpatory and/or mitigating circumstances, which is evaluated by all members of the commission.
10. The institution is obliged to seek out all types of information/evidence around the issue before the commission session (taking into account the obligation to protect and respect the student's interests), question all persons who may have information related to the issue under review, and demand written explanations from employees if they know about what happened, and hand over the obtained material to the commission for review and evaluation. Moreover, if any named commission member had any connection with the issue under review, they cannot be a member of the commission, and in such a case must raise

the issue of self-recusal, which will cause the postponement of the session, regarding which the Director issues a new act.

11. The session chairman reports to the commission members about the issue, the information known to the commission, and the presented evidence, after which the floor is given to the student who committed the disciplinary misconduct. The student is authorized not to use this right and/or not appear at the session at all.
12. The commission members, after listening to the explanation and/or without it if the case provided by part 11 is present, evaluate the evidence and make a final decision. Moreover, no piece of evidence has a pre-established force, and it must be reviewed only within the framework of the specific case.
13. The commission makes decisions by a simple majority of votes. The student who committed the disciplinary misconduct does not participate in the voting procedure when making a decision. Voting takes place on the basis of an open ballot. Furthermore, the commission members can demand a closed ballot procedure. If any member abstains from voting, they must justify their position, and in case of an equal distribution of votes, preference is given to the chairman's vote.
14. Minutes of the commission session are drawn up, which are signed by all participants of the session, and the decision made is presented in a justified form to the Director no later than 3 days from the commission session for the purpose of issuing the respective order.

Article 24. Disciplinary Responsibility Measures, Imposition, Lifting, and Expungement

1. The following penalties may be imposed by the disciplinary commission on a vocational student who committed a disciplinary misconduct:
 - o a) Verbal warning;
 - o b) Warning with entry into the personal file;
 - o c) Reprimand;
 - o d) Severe reprimand;
 - o e) Termination of status.
2. Only one disciplinary penalty can be applied to a vocational student, regardless of the multiplicity of the case under review.
3. In accordance with the severity of the disciplinary misconduct, the commission determines the timeframe for imposing the penalty and its expungement.
4. The expiration of the timeframe established by the commission for expungement, provided that the student was not hit with a new penalty during this period, gives the Director the sole right to issue an order regarding the expungement of the penalty.
5. Within the period of validity of the penalty, upon a motion by one and/or several members of the commission, the head of the Educational Department, and/or a vocational teacher, the commission of the same composition (or if such is impossible, a commission created by the same rules) is authorized to make a decision regarding the lifting of the penalty.
6. A Director's order is issued on decisions made regarding the imposition, lifting, or expungement of a penalty, one copy of which is handed over to the student, a second is kept at the College, and an extract from the order is placed in the student's personal file.

Article 25. Final Provision

Making changes and/or additions to these rules is carried out by an individual administrative-legal act of the College Director.