

Annex N1

Approved by Order N202 of July 21, 2026, of the Director of
LLC "David Tvildiani Medical University Community Nursing College"



DTMUN

Rule Regulating the Educational Process

Tbilisi

2026

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

Article 1. Scope of Regulation

1. This Rule regulates issues related to educational and ongoing processes during the implementation of educational programs at LLC "David Tvildiani Medical University Community Nursing College," such as the organization and management of the educational process, the creation of mechanisms for informing vocational students, and the definition of students' rights and responsibilities.
2. Compliance with and execution of this Rule is mandatory for all employees and vocational students of the institution.
3. Teaching in vocational educational programs is conducted in Georgian and English languages.
4. Admission to the program is carried out in accordance with this Rule and the legislation of Georgia.
5. Issues that are not regulated by the Rule Regulating the Educational Process are governed by the legislation in force in the vocational field, orders of the Minister of Education and Science of Georgia, the Statute of the College, and individual administrative-legal acts of the College Director.

Article 2. Legal Grounds:

1. Law of Georgia "On Vocational Education";
2. Law of Georgia "On Education Quality Development";
3. "Rule and Conditions for Enrollment in a Vocational Educational Program," approved by Order N42 of July 2, 2021, of the Minister of Education and Science of Georgia;
4. "Credit System in the Field of Vocational Education," approved by Order №120/n of December 28, 2020, of the Minister of Education, Science, Culture and Sports of Georgia;
5. Order N198/n of September 20, 2019, of the Minister of Education, Science, Culture and Sports of Georgia "On Approval of the Rule for Vocational Student Mobility";
6. Order №188/n of September 6, 2019, of the Minister of Education and Science of Georgia "On Approval of the Rule for Recognition of Learning Outcomes Achieved within the Framework of Non-Formal Education";
7. Order N121/n of December 28, 2020, of the Minister of Education, Science, Culture and Sports of Georgia "On Approval of the Rule for Recognition of Learning Outcomes Achieved within the Framework of Formal Education";
8. Order №170/n of August 19, 2019, of the Minister of Education, Science, Culture and Sports of Georgia "On Approval of the Rule and Conditions for Integrating Learning Outcomes of the Secondary Level of General Education into a Secondary Vocational Educational Program";
9. Order №11/n of February 17, 2021, of the Minister of Education and Science of Georgia "On Approval of the Rule and Conditions for the Creation and Administration of the Vocational Education Management Information System";
10. Ordinance №244 of September 19, 2013, of the Government of Georgia "On Determining the Rule and Conditions for Funding Vocational Education and Approving

the Maximum Amount of Tuition Fees in State-Established Educational Institutions Implementing Vocational Educational Programs";

11. Order №99/n of October 1, 2010, of the Minister of Education and Science of Georgia "On Approval of the Authorization Regulations and Fees for Educational Institutions";
12. Authorization Standards for Vocational Educational Institutions.

Article 3. Definition of Terms

1. The terms used in this Rule have the following meanings:
 - **a) College** – A vocational educational institution – a legal entity of private law, authorized to implement vocational educational programs, vocational training programs, and vocational retraining programs in accordance with the procedures established by Georgian legislation;
 - **b) Administration** – Person(s) authorized to direct and represent the College, and persons involved in managing administrative processes;
 - **c) Vocational Education** – A level of education that ensures the development of competence(s) required by a specific profession and/or the labor market, directed toward the lifelong professional, social, and personal development of an individual;
 - **d) Vocational Educational Standard** – A document defining the qualification(s) to be awarded, the number of credits required, the learning outcomes to be achieved, the set of modules whose outcomes must be achieved to award qualification(s), prerequisites for admission and implementation, employment fields, and requirements related to program development and implementation (if any);
 - **e) Vocational Educational Program** – A combination of learning objectives, learning outcomes, module(s), corresponding credits, teaching methods, evaluation forms, and specifics of organizing the educational process. A vocational educational program concludes with the awarding of a qualification corresponding to Level 3/4/5 of the National Qualifications Framework provided by the vocational educational standard, and the issuance of 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 Russian, Azerbaijani, or Armenian language test results, who has passed the "Georgian Language A2/B1" module;
 - **h) Applicant** – A person holding a document confirming basic general education issued in Georgia or equivalent to it, meeting additional requirements established by the professional standard/framework document of the program based on the specificity of the profession, and/or registered for vocational testing purposes under Order N42/n of July 2, 2021, of the Minister of Education and Science of Georgia;
 - **i) Module** – A component existing within the framework of a vocational educational standard or developed independently, uniting logically related learning outcomes, describing the ways, means, and conditions for confirming their achievement;

- **j) Work-Based Learning** – A form of implementing a vocational educational/training/retraining program that provides for achieving certain learning outcomes in a simulated work environment and/or real work environment (including dual learning);
 - **m) Suspension of Vocational Student Status** – Temporary release from fulfilling the rights and duties of the College and the student, without termination of student status;
 - **n) Termination of Vocational Student Status** – Release from fulfilling the rights and duties of the student without the right to restore vocational student status;
 - **o) Mobility of a Vocational Student** – 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 obtained during the study period;
 - **p) External Mobility** – A case of transfer of a vocational student from one vocational educational institution to another;
 - **q) Internal Mobility** – A case of transfer of a vocational student from one vocational educational program to another within the same vocational educational institution;
 - **r) Formal Education** – Education acquired in an educational institution;
 - **s) Non-Formal Education** – Vocational knowledge and skills acquired in an informal environment;
 - **t) Inclusive Education** – Involvement of a vocational student with special educational needs in the educational process;
 - **u) Diploma** – A document confirming vocational education, in which the qualification is specified;
2. Terms that are not defined in this Rule have the meanings specified by current legislation and subordinate acts.

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

Article 4. Duration of the Academic Year and Credit Volume

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) vocational students is 210 credits.
4. The number of working weeks is 144.
5. For enrolled persons (Russian, Azerbaijani, or Armenian-speaking) whose Georgian language competence is not confirmed in the vocational educational program, studies begin with Georgian language modules.
6. The curriculum of the first academic year details theoretical teaching modules with introductory concepts, the implementation of which at the beginning of the program

serves as the basis for the vocational student's mastery and learning of general and vocational modules.

7. According to the curriculum of the second academic year, modules are specified taking into account the basic principles of nursing, promoting continuity of topics. Additionally, in the second half of the academic year, vocational students are first given the opportunity to undergo a clinical practice module in relation to the completed theoretical module.
 8. The curriculum of the third academic year closes a logical chain, and the second half of the academic year is entirely dedicated to a summary clinical practice module of all completed modules, which ensures the realization of knowledge gained by the vocational student and the application of studied nursing practice.
 9. Passing the provided modules and achieving learning outcomes (and for persons enrolled after August 09, 2022 – participating in mid-term evaluation) is a prerequisite for a vocational student's admission to the qualification exam, and ultimately determines the issue of awarding qualifications.
10. In the educational process, according to the program allocation, various teaching forms are used, such as:
- * Interactive lectures and seminars
 - * Bedside teaching in a clinical environment
 - * Use of simulators and moulages
 - * Role-playing patient and nurse roles
 - * Presentations, as reflected in the annexes–modules of the educational program.

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 methodology of teaching and vocational student evaluation in accordance with current legislation (See Methodology for Planning, Implementing, and Evaluating Educational Programs).
2. Teaching in the College proceeds according to the class schedule drawn up by the Academic Department, agreed upon with program implementers, and approved by the Director's order prior to the start of the educational process. The schedule is shared with program implementers and vocational students and/or posted on a designated notice board. The daily educational activities of a vocational student are determined by the relevant program.
3. The academic year covers a continuous 12-month period (taking breaks into account) with start and end dates.
4. The lecture schedule includes the following data:
 - o a) Exact time and place of module implementation;
 - o b) Title of the module;

- c) Full name of the program/module implementer;
 - d) Start and end times of the lecture.
5. A five-day study week, from Monday to Friday inclusive, is established at the College.
 6. The daily educational workload of a vocational student within the program includes a maximum of 8 contact hours.
 7. The duration of a lecture is one astronomical hour (academic hour – 45 minutes; break between lectures – 15 minutes).
 8. To record vocational students' attendance at lectures, an attendance register is maintained at the College; in the case of clinical training, attendance at the clinical facility is confirmed by the student logbook.
 9. The maximum workload per study week is 30–40 astronomical hours in one shift.
 10. Teaching during the week proceeds according to the lecture schedule in two shifts, drawn up in accordance with the curriculum of the vocational 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 administration is authorized to decide on merging groups, provided this does not worsen the student's status due to the change.

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

1. The Rule for Conducting the Educational Process Remotely at LLC "David Tvildiani Medical University Community Nursing College" (hereinafter the Rule) defines the conditions for replacing traditional study with an alternative model when necessary.
2. The Rule applies to vocational education teachers and vocational students involved in the educational process.
3. During remote learning, all College rules and regulations regarding the organization of the process that can be applied in distance mode remain in effect.
4. E-learning components are used in force majeure situations, during student illness or temporary/long-term disability, during temporary incapacity of teachers/instructors preventing simultaneous presence on College premises, during epidemic or pandemic restrictions, severe weather conditions, or a state of emergency declared in the country.
5. E-learning (distance learning) allows vocational students to use personalized and flexible methods (in terms of time and location) while ensuring learning outcomes through online sources and audio/video channels.
6. Decisions regarding specific student(s) or general use of the e-learning system are issued via an individual administrative-legal act of the Director, specifying evaluation formats, alternate timelines, or specific field conditions.
7. E-learning may be conducted within modules allowed by the vocational educational standard.
8. The e-learning system must ensure the achievement of learning outcomes.
9. In remote mode, the educational process is fully electronic and synchronous using an approved platform.
10. Teachers and vocational students connect simultaneously via the electronic platform.

11. If necessary, the College conducts training/briefings for teachers and students on using e-platforms.
12. Classes are conducted according to the schedule created by the Head of the Academic Department.
13. Class duration is defined according to the class schedule.
14. Teachers must adhere to the schedule and start/organize online classes promptly.
15. Teachers must maximize effective teaching methods suitable for e-learning to achieve outcomes.
16. Teachers must monitor student attendance.
17. Teachers must ensure maximum student engagement in the learning process.
18. Teachers must report canceled, postponed, or rescheduled classes to the Head of the Academic Department for action.
19. Vocational students must join classes according to the schedule.
20. Vocational students must facilitate the smooth running of classes and eliminate distractions.
21. Vocational students must follow instructions provided by the teacher.
22. Vocational students must keep their webcams and microphones turned on during class for visual and audio interaction.
23. Vocational students must confirm learning outcomes face-to-face regardless of distance learning.
24. Class sessions must be recorded for monitoring purposes.
25. If remote delivery was not requested during the program addition stage, the College applies to the National Center for Educational Quality Enhancement to change the delivery mode using the prescribed form.

Article 7. Rule for Implementing the Practical Component

1. The module teacher and the practical training manager are responsible for implementing the practical component.
2. Partner organizations assign a practice supervisor/instructor who evaluates students according to program/module records.
3. The practical training manager assigns students to clinical facilities.
4. The practical training manager and program head hold an orientation meeting at least one week before practice starts to inform students about:
 - o a) Duration of practice days;
 - o b) Arrival and departure times;
 - o c) Number of practice hours per day.
5. Allocation of students to sites occurs via the manager's initiative at least one day before clinical training begins.
6. An official request letter is issued following an administrative act, listing site details, supervisor contacts, program name, duration, and the student roster.
7. The practice manager and/or teacher monitors attendance and notifies administration in writing of student non-compliance or labor code violations by the company.
8. Within 10 days post-practice, the manager collects signed evaluation sheets and submits a written checklist report.

9. Student evaluation is performed according to program/module records.
10. Clinical outcomes are summarized within 10 days of practice completion.

Article 8. Individual Learning Plan

1. When necessary, an individual learning plan tailored to student needs is developed based on the program, describing learning outcomes and individual pathways to achieve them.
2. The plan considers specific needs, interests, and requirements of students, including those with special educational needs (SEN) or disabilities.
3. The plan allows student-centered time management.
4. The plan is created for specific student(s).
5. Need for an individual plan arises if:
 - o a) An SEN/disabled student cannot confirm learning outcomes within the regular framework;
 - o b) A student's suspended status is restored;
 - o c) A standard/qualification is canceled or modified, requiring study continuity for students;
 - o d) A transfer student has outcome differences compared to the receiving institution.
6. The College provides accessible resources and adaptation (large text, simplified content, technical/software tools) for SEN/disabled students.
7. Under clause 5.a, the teacher/supervisor informs the department; representatives observe the process and, if confirmed, draft a plan within 5 working days with the assistant, teacher, and head.
8. An individual plan for an SEN/disabled student involves program modification/accommodation, defining additional services, guiding learning, and providing tailored ongoing/final assessments.
9. Under clause 5.b and 5.c, the department and program head draft the plan with active student participation within 5 working days of the need arising.
10. The plan is agreed upon with the student and signed.
11. If agreement fails, the plan is revised/redrafted.

Article 9. Calendar Plan

1. The calendar plan guides module execution, planning, organization, and timely outcome achievement.
2. Teachers create a calendar plan for each module prior to class start.
3. Plans follow the program, module guide, schedule, and internal regulations.
4. The plan includes:
 - o 4.1. Program name;
 - o 4.2. Module name and code;
 - o 4.3. Teacher's name;
 - o 4.4. Study group name;
 - o 4.5. Implementation period;
 - o 4.6. Learning outcomes;
 - o 4.7. Topics and activities;

- 4.8. Teaching methods;
 - 4.9. Theory/practice hour distribution;
 - 4.10. Learning resources;
 - 4.11. Evaluation forms and dates;
 - 4.12. Other necessary information.
5. Teachers must follow the calendar plan.
 6. Plans are approved by the program head.
 7. Justified plan changes are allowed during the term with program head approval.
 8. Quality manager monitors plan execution.
 9. Plans are kept in the Academic Department.
 10. The plan template is set in Annex № 1.

Article 10. Student Information System

1. Students receive academic advice/support from the department, program head, and teachers.
2. Teachers provide systematic feedback during formative evaluations.
3. Evaluation results are shared individually and confidentially.
4. Adaptation and orientation info-tours (library, kitchen, facilities) are provided upon entry.
5. On day one, students learn about the website, Facebook page, mission, vision, values, strategy, rules, rights, and internal regulations.
6. Safety specialists conduct general safety briefings at the start of the year.
7. Career managers support extracurricular/informal student initiatives (educational, creative, sports, charity, excursions) aligned with College goals
8. The plan is agreed upon with the student and signed.
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Article 11. Leave of Absence from Lectures

1. The Director can grant leave up to 10 days based on a written student application.
2. The Director can grant leave exceeding 10 days based on a written student application.
3. Leave decisions are made via the e-document system and notified in writing or orally.

Article 12. Excused Absences

1. Absences are excused for:
 - a) International sports/art/scientific events or short study trips abroad (trainings, conferences) up to 10 working days;
 - b) Health issues (with medical notes submitted within 10 working days);
 - c) Family circumstances (with proof), up to 10 working days.
2. Documents must be submitted by the student/parent/guardian, and decisions are made based on staff recommendations.
3. The College Director decides on excusing absences.

Chapter III. Evaluation of Vocational Student Knowledge

Article 13. Student Evaluation in Programs

1. Evaluation is continuous throughout the study cycle. Credit allocation, workload, and evaluation rules follow standard module guidelines and College regulations.

Article 14. Confirmation/Non-Confirmation of Outcomes and Credit Awarding

1. Outcomes are confirmed via formative/summative evaluations using scores or pass/fail.
2. Student progress is graded on a 100-point system alongside modular evaluations (for standard modules and optional rotations).
3. Summative evaluation uses a pass/fail competency system:
 - **a) Learning outcome confirmed** – Based on criteria weightings; teachers may pass a module/outcome even if a minor criterion is missed. Criteria weights may remain undisclosed to prevent selective studying.
 - **b) Learning outcome not confirmed.**
4. To pass a program, all modules and outcomes must be confirmed to earn credits. Minimum passing thresholds are 65% for theoretical/general modules and 75% for practical modules.
5. In case of non-confirmation:
 - a) Retakes are allowed within one week of module completion;
 - b) A second retake is allowed the following week. If an unconfirmed module is a prerequisite for future modules, the student must retake the entire module;
 - c) Absence from a scheduled retake results in a recorded "not confirmed," but the student retains the second retake right;
 - d) Absence from the second retake records "not confirmed" and triggers clauses 6–8;
 - e) Exceptions are made if absence is due to proven emergencies reported prior to or during the retake.
6. The institution notifies students of retake dates at least one week prior. Students may request date shifts in writing at least 5 days prior.
7. Non-prerequisite modules may be self-studied and assessed before program end (excluding practical modules).
8. Repeated "not confirmed" evaluations signify lack of progress and lead to status termination (exempting SEN/disabled students).
9. Theoretical non-confirmations permit independent retakes; practical non-confirmations require re-taking the component with a teacher at an extra fee (capped at hourly teacher pay).
10. Evaluations occur in classrooms, workplaces, or simulation labs.
11. Core evaluation methods: process observation, product/result, questioning (cognitive/creative/analytical skills).
12. Students can appeal evaluation results within 3 working days to request:
 - a) Review/re-grading of written work;
 - b) Verification of tool application for practical/simulation tasks;
 - c) Re-assessment of oral questioning evaluations by the department.
13. Appeals are reviewed by the department, teacher, and student; neutral parties may be invited.
14. Unsubstantiated or unproven circumstances during appeals are resolved in favor of the student.
15. The Head of the Academic Department makes the final decision on appeals.

Article 15. Mid-term Evaluation: Purpose, Organization, and Legal Consequences

1. Mid-term evaluations ensure quality and provide formative feedback.
2. Participation is mandatory.
3. Results cannot be used for credit awarding, outcome confirmation, or status changes.
4. Participation is a prerequisite for qualification exam admission.
5. Evaluation occurs after completing 40–60% of program outcomes.
6. Dates and formats are set by Director's act at least one month prior.
7. Students are informed within one week of the act's issuance.
8. Topics are strictly limited to covered outcomes.
9. Evaluations assess competencies holistically.
10. Methods include theory, practical skills, presentations, case studies, or combinations
11. Tools are validated internally or by the mid-term committee.
12. Assessment evidence is stored until qualification exams.
13. Committee members, chairs, and secretaries are designated by order.
14. Committees consist of at least 3 members; majority must not have taught the assessed student.
15. Members must be field specialists.
16. A quorum requires a majority of members present.
17. Decisions are made by majority vote.
18. Members elect acting chairs/secretaries if assigned ones are absent.
19. The chair breaks tied votes.
20. The committee provides feedback/recommendations on program strengths/weaknesses.
21. Feedback is recorded in official minutes.
22. Students receive feedback on results.
23. Results may trigger program, staff, resource, or regulatory changes.
24. Excused absences require retaking the mid-term evaluation.
25. Unexcused absences or retake failure may result in status termination.
26. Excused reasons: health/family emergencies preventing attendance or force majeure.
27. Retake dates are set reasonably by the Director.
28. External mobility students must prove mid-term participation to qualify for final exams.

Article 16. Qualification Exam Organization and Consequences

1. Exams ensure quality and award qualifications.
2. Exam dates, commission members, and invigilators are set by order.
3. Commissions have at least 3 members; majority must not have taught the student.
4. Field specialists must include external non-College representatives.
5. The commission recommends qualification awards to the Director based on pass results.
6. Quorum requires a member majority.
7. Decisions pass by majority vote
8. Acting chairs/secretaries are elected if necessary.
9. The chair breaks tied votes.
10. Decisions are recorded in signed minutes.
11. Dissenting opinions may be attached in writing.

12. Designated staff provide administrative support
13. Students are notified of decisions within 3 working days.
14. Appeals are handled by an Appeals Commission.
15. Invigilators must: arrive 30 mins early, register/verify students, explain rules, open sealed exam packets, monitor rooms, answer technical questions (not content), strictly enforce rules, handle exam dismissals, give 15-minute warnings, collect papers, and preserve confidentiality.

Article 17. Student Rights and Prohibitions During Exams

1. Rights:

- a) Demand proper conditions (workspace, lighting);

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- b) Bring drinking water and a calculator;

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- c) Appeal grades within two working days of publication.

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2. Prohibitions:

- a) Writing on unauthorized paper;

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- b) Leaving the room before completion (except medical emergencies);

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- c) Talking, noise, gesturing (leads to warning or dismissal);

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- d) Bringing phones, e-devices, or unauthorized study materials;

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- e) Using phones as calculators;

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- f) Disrupting other students;

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- g) Communicating with outsiders during exams;

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- h) Looking at or copying others' tests;

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- i) Giving or receiving help;

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- j) Writing after time expires;

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- k) Copying, photographing, or removing test materials.

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3. Immediate Dismissal Grounds:

- a) Possession of crib notes, phones, electronics (even turned off);

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- b) Disrupting order or insulting exam personnel;

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- c) Appearing under the influence of alcohol or drugs;

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- d) Impersonating another student.

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4. Second warnings for minor infractions result in dismissal.

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5. Appeals against exam decisions must be filed with the Director within 2 working days.

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Article 18. Contesting/Appealing Assessment Results

1. Outcome results are notified individually within 1 working day.

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2. Written complaints must be filed with the Director within 1 working day.

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3. Complaints are forwarded to a non-involved field teacher within 1 working day.

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4. The teacher reviews complaints within 1 working day.

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5. Disputed single-evaluator works are reassigned to another teacher.

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6. Teachers must justify grade validity and recommend upholding or altering the grade.

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7. Grade changes favor students and are officially recorded in mark sheets.

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8. Appeal results are delivered within 3 working days.

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Article 19. Appeals for Mid-term and Qualification Evaluations

1. Students denied mid-term access or retakes may appeal to the Director within 7 days.

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2. Admin teams notify appeal hearing dates within 4 working days.

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3. The Director forms a 3+ member Appeals Commission within 3 working days (including partner firm members for work-based learning).

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4. The Director chairs the Appeals Commission.

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5. Mid-term admin members cannot sit on the Appeals Commission.

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6. Decisions are made via oral hearings.

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7. Procedural violations prompt new evaluation dates.

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8. Retakes follow established timelines.

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9. Decisions pass by majority vote and are signed by all members.

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Article 20. Archiving Evaluation Documentation

1. Teachers submit stamped grade sheets within 7 calendar days post-module.

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2. Evidence identifying students is stored in student portfolios.

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3. Assessment evidence is kept for 3 years; grade sheets are stored indefinitely.

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4. Expired documents are destroyed according to standard office record rules.

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5. Clinical module grade sheets are stamped and turned in within 7 days.

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6. Student portfolios are presented to qualification commissions and archived thereafter.

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Chapter IV. Registry Management

Article 21. Data Entry into EMIS by the College

1. College registry operations follow Order №11/n of February 17, 2021.

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2. The registry contains data on: standards, modules, authorized legal entities, programs, human resources, enrollments, eligible applicants, and institution funding.

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3. Data stored in the system carries a presumption of accuracy.

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4. The Registry Specialist is responsible for data accuracy.

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5. System data overrides internal acts in case of discrepancies.

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6. Data verification by secondary entities may be required by law.

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7. Additional non-personal data processing may be mandated by EMIS leadership.

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8. System updates are made per Director orders within defined deadlines.

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Chapter V. Vocational Student

Article 22. Rights and Obligations of Vocational Students

1. Rights:

- a) Quality education and fair evaluation;

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- b) Freedom of expression;

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- c) Protection from discrimination;

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- d) Use of College property (classrooms, computers, library, hall);

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- e) Access to educational/evaluation info;

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- f) Evaluate teachers/modules via quality questionnaires;

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- g) Participate in individual plan creation;

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- h) Choose educational programs;

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- i) Attend conferences and cultural events;

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- j) Appeal unsatisfactory evaluation results;

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- k) Ensure participation during appeal hearings;

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- l) Receive reasoned decisions regarding disciplinary proceedings;

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- m) Attend disciplinary hearings, present evidence, and defend rights.

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2. Obligations:

- a) Read and obey all College rules and administrative acts;

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- b) Fulfill contract terms and legal act requirements;

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- c) Respect rights and legal interests of staff and peers;

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- d) Comply with study process requirements.

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3. Behavioral and Academic Requirements:

- a) No copying homework or class assignments;

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- b) Respect copyright and avoid plagiarism;

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- c) Avoid falsification (fake sources, data, or documents);

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- d) Avoid offensive language;

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- e) Avoid verbal or physical abuse;

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- f) Protect College property from damage;

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- g) Use computers solely for educational purposes;

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- h) Do not be late or leave classes without permission;

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- i) Do not appear intoxicated;

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- j) Dress appropriately (no shorts, backless tops, deep cleavage, crop tops, transparent clothing);

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- k) No smoking or e-cigarettes in building/premises;

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- l) No noise in hallways during class;

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- m) Follow staff instructions regarding appearance;

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- n) Avoid provoking conflicts;

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- o) No gambling on premises;

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- p) No illegal items/substances on campus;

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- q) No weapons or sharp/pointed objects;

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- r) No phone use, talking, or music during class.

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4. **Ethical Norms:**

- a) Respect human rights, dignity, and honor;

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- b) Protect organizational reputation, maintain staff goodwill, avoid spreading defamatory or confidential information;

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- c) Avoid actions that discredit the institution or related persons.

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Article 23. Encouragement Principles and Forms for Students

1. Encouragement systems reward and value student work.

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2. Rewards stem from recommendations by founders, directors, departments, teachers, peers, or external partners.

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3. The Director issues official reward orders, archived in student files.

PDF

4. **Incentive Forms:**

- a) Expression of gratitude;

PDF

- b) Involvement in external social/cultural events;

PDF

- c) Diplomas/certificates;

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- d) Valuable gifts;

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- e) One-time cash awards;

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- f) Tuition fee waivers;

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- g) College-funded 1-month observational visits abroad.

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5. Activities are evaluated based on community/field value.

PDF

6. Every incentive case is handled individually by the Director.

PDF

Article 24. Disciplinary Commission

1. Disciplinary liability involves imposing sanctions for violating Article 22.

PDF

2. Disciplinary Commissions consist of 2 members named by the Director, 2 by the department, and 3 by the student.

PDF

3. Director orders create the commission within 10 days of misconduct.

PDF

4. Information is supplied to members at least 3 days prior to hearings.

PDF

5. Biased or involved persons cannot sit on the commission.

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6. Student-appointed members can be peers or neutral third parties.

PDF

7. Full attendance is required for quorum.

PDF

8. Members elect a committee chair.

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9. Students can submit written/oral explanations and evidence.

PDF

10. Administration collects all evidence and interviews involved parties prior to hearings. Involved staff members must recuse themselves.

PDF+ 1

11. Chairs present cases, followed by student statements.

PDF

12. Members evaluate evidence impartially to reach final decisions.

PDF

13. Decisions pass by simple majority vote. Secret ballots may be requested. The chair breaks tied votes.

PDF+ 2

14. Minutes are signed by all members, and reasoned decisions are submitted to the Director within 3 days.

PDF

Article 25. Disciplinary Measures, Imposition, Removal, and Expiration

1. **Sanctions:**

- a) Oral warning;

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- b) Written warning in personal file;

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- c) Reprimand;

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- d) Severe reprimand;

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- e) Status termination.

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2. Only one sanction per case may be applied.

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3. Commissions set penalty durations based on offense severity.

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4. Expiration without new offenses allows unilateral penalty removal by Director order.

PDF

5. Motions from staff/teachers can prompt early penalty removal by the commission.

PDF

6. Penalty orders are stored in student files and delivered to the student.

PDF

Article 26. Final Provisions

Amendments or additions to this Rule are made via individual administrative-legal acts issued by the College Director.

