Orientation Guide for International Students

SEU
GEORGIAN NATIONAL
UNIVERSITY SEU



#BISSENOS TEMPUS
2024/2025

CONTENTS

Rector's Welcome Address 4

English Taught Programs 5

Studies 6

Academic Calendar 7-10

Academic Year / Semester 11

Registration 12

Student Academic Load 13

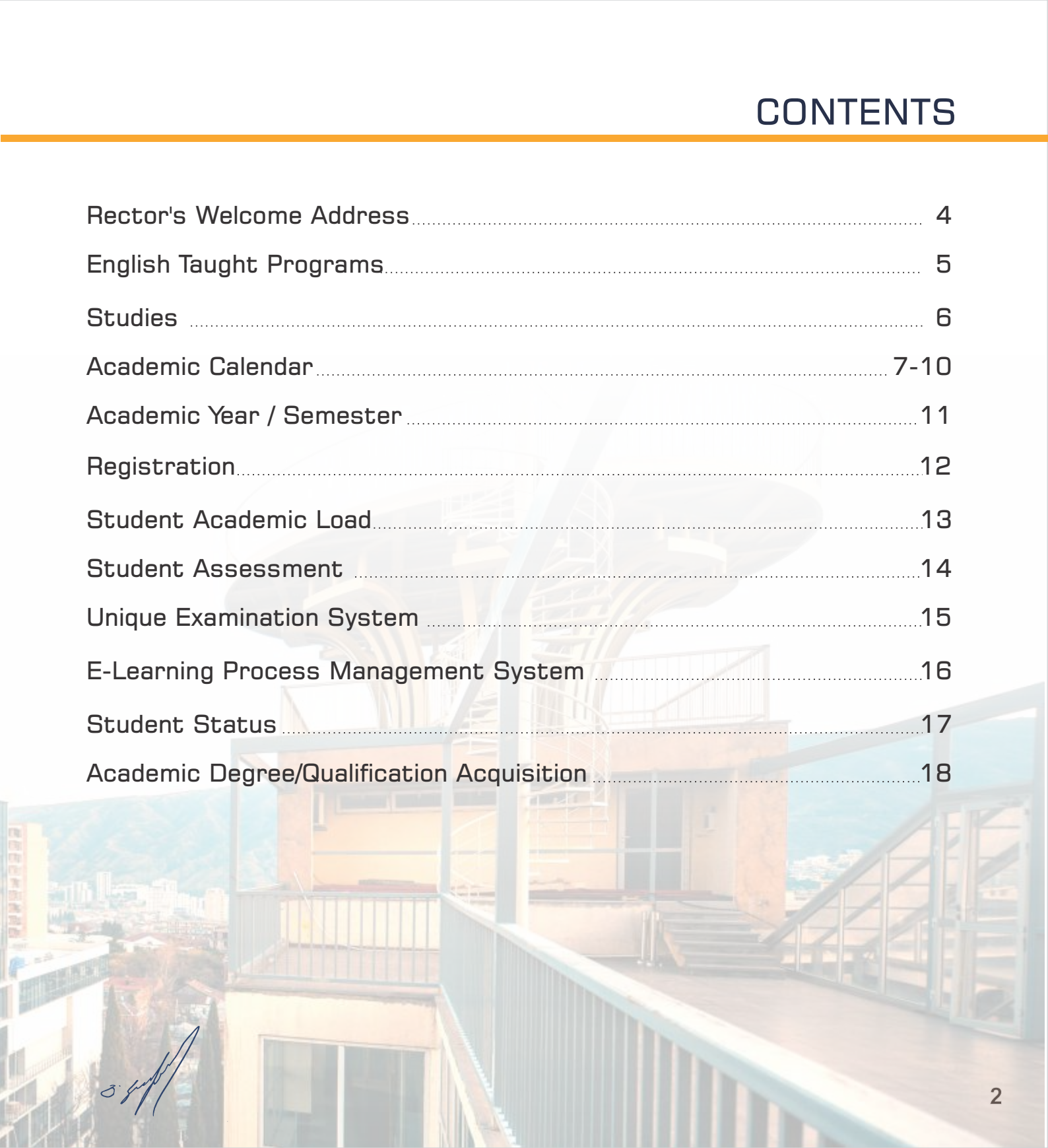
Student Assessment 14

Unique Examination System 15

E-Learning Process Management System 16

Student Status 17

Academic Degree/Qualification Acquisition 18



CONTENTS

Library 19-20

Career Development 21

Employment 22

Student Clubs 23

Student Life 24-25

Exchange Programs 26

Health and Safety 27

Student Rights and Obligations 28

Contact Information 30



LETTER FROM THE RECTOR

Dear friends, yes, I address you as friends because as a student of Georgian National University SEU, the years we have to spend together, I am sure will be friendly, interesting, useful and fruitful.

Although SEU is a relatively young university, it has established itself locally and internationally as an academic institute providing a high quality of teaching and learning relevant to the curriculum.

We strive to make progress and create the ideal learning environment by investing in the latest infrastructure and attracting experienced academic staff.

Education at SEU means high professional status and career opportunities. Our graduates are ready to compete in the world of their chosen profession. It is important that SEU is among the "Top 5" universities in Georgia in terms of graduate employment.

Our educational philosophy is to provide students with the knowledge relevant to the requirements of the 21st century and to equip them with the skills necessary for their qualification not only to compete but also to succeed.

To do this, we focus on developing students' professional knowledge, skills, values based on free and critical thinking, which are essential for future careers so that they can adapt to changing environments, make important decisions, creatively approach modern challenges and contribute in our country's development.

SEU's ultra-modern campus offers a dynamic, safe and high-quality learning environment.

We support your physical and personal development, for which you are invited to unite and organize sports, intellectual, creative activities that suit your interests.

We promise knowledge of European standards, exchange programs at the most prestigious institutions in the world, internships, master classes and, most importantly, an exciting and adventurous student life. All of this is a prerequisite for your successful future.

Our door is open for both Georgian and foreign students.

We wish you a student experience at SEU that you will always remember with a smile and full of happy memories and long lasting friendships.

Finally, let me mention - SEU is a big family and we want you to be a member of this amazing family too.

Gia Kavtelishvili
Founder and Rector of the Georgian National University SEU



ENGLISH-TAUGHT PROGRAMS

- ✓ Nursing (Undergraduate Program)
- ✓ One-cycle educational program in Medicine
- ✓ Doctor of Dental Medicine (DMD)

- ✓ Business Administration (Undergraduate Program) (3 Years)
- ✓ Global Business Management (Undergraduate Program) (3 Years)
- ✓ Business Management and Digital Technologies (Undergraduate Program) (3 Years)
- ✓ Data Science and Artifcial Intelligence (Undergraduate Program) (Coming Soon)
- ✓ Business Administration (Graduate Program)
- ✓ Business Analysis (Graduate Program)
- ✓ Financial Technologies (Fintech) (Graduate Program)
- ✓ Executive Business Administration (Graduate Program) (1 Year)



STUDIES

At the undergraduate level, SEU offers 3-year (180 ECTS) and 4-year (240 ECTS) educational programs. The 3-year program consists of 6 semesters, while the 4-year program includes 8 semesters.

At the Faculty of Medicine, SEU offers one-cycle English-language programs: a 6-year (360 ECTS) Medicine program and a 5-year (300 ECTS) Dentistry program. The 6-year program comprises 12 semesters, and the 5-year program consists of 10 semesters.

SEU's educational programs are designed in accordance with the European Credit Transfer and Accumulation System (ECTS) requirements.

The full list of academic programs is available on the website: www.seu.edu.ge

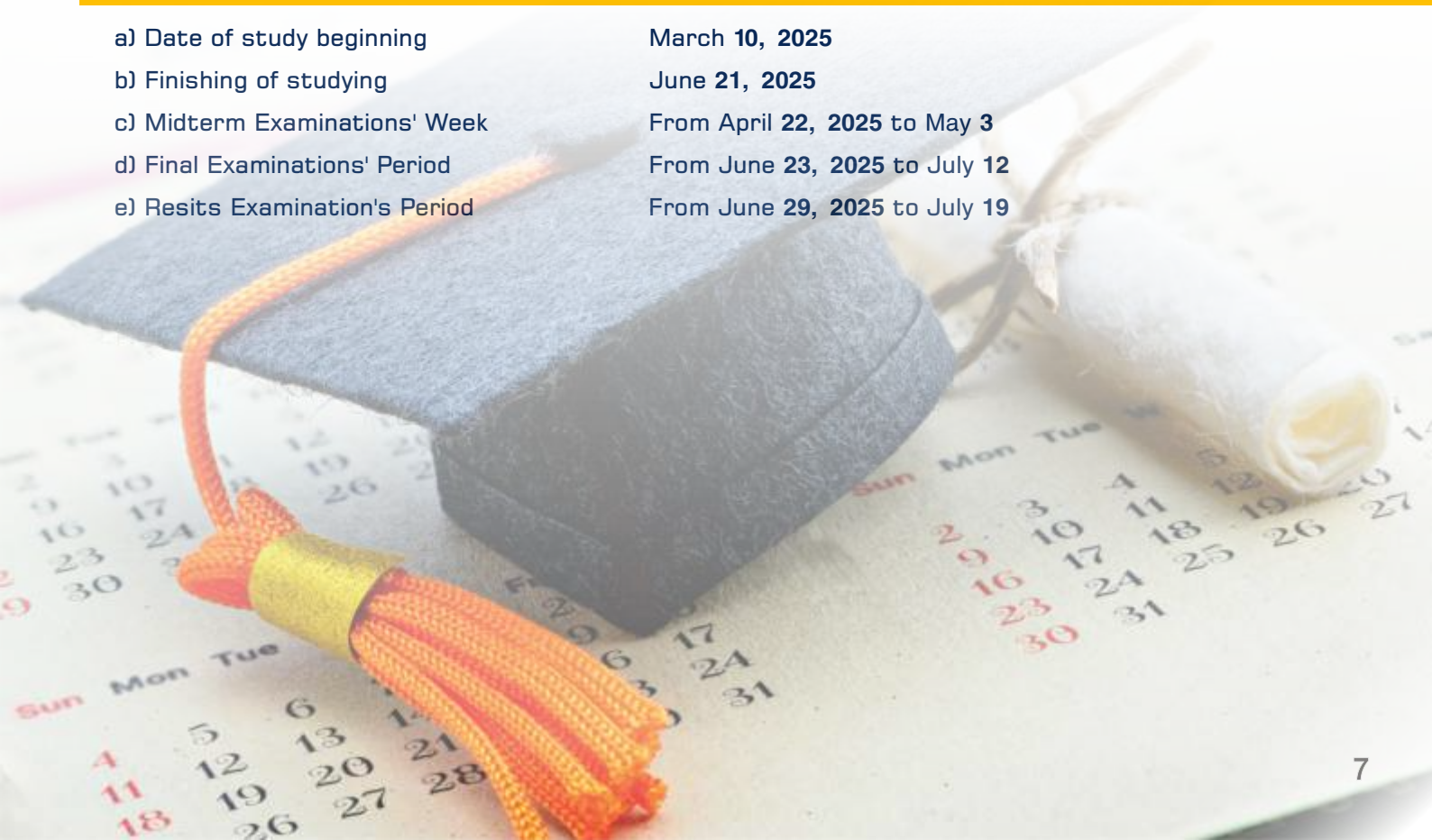
1.ACADEMIC CALENDAR FOR 2024-2025 MUST BE DEFINED FOR THE STUDENTS OF BACHELOR PROGRAM

1.1. FALL SEMESTER:

a) Date of study beginning	September **30, 2024**
b) Finishing of studying	January **25, 2025**
c) Midterm Examinations' Week	From November **11, 2024,** to November **24**
d) Christmas-New Years Holidays	From December **30, 2024,** to January **12, 2025**
e) Final Examinations' Period	From January **27, 2025,** to February **16**
f) Resits Examination's Period	From February **1, 2025** to February **22**

1.2. SPRING SEMESTER:

a) Date of study beginning	March **10, 2025**
b) Finishing of studying	June **21, 2025**
c) Midterm Examinations' Week	From April **22, 2025** to May **3**
d) Final Examinations' Period	From June **23, 2025** to July **12**
e) Resits Examination's Period	From June **29, 2025** to July **19**



2. ACADEMIC CALENDAR FOR 2024-2025 MUST BE DEFINED FOR THE STUDENTS OF MASTER'S PROGRAM

2.1. FALL SEMESTER:

a) Date of study beginning	October **7, 2024**
b) Finishing of studying	February **1, 2025**
c) Midterm Examinations' Week	From November **18, 2024,** to December **1**
d) Christmas-New Years Holidays	From December **30, 2024,** to January **12, 2025**
e) Final Examinations' Period	From February **3, 2025** to February **23**
f) Resits Examination's Period	From February **8, 2025** to March **1**

2.2. SPRING SEMESTER:

a) Date of study beginning	March **10, 2025**
b) Finishing of studying	June **21, 2025**
c) Midterm Examinations' Week	From April **22, 2025** to May **3**
d) Final Examinations' Period	From June **23, 2025** to July **12**
e) Resits Examination's Period	From June **29, 2025** to July **19**



3. ACADEMIC CALENDAR FOR 2024-2025 MUST BE DEFINED FOR THE STUDENTS OF ENGLISH LANGUAGE SINGLE-CYCLE EDUCATIONAL PROGRAM IN MEDICINE

3.1. FALL SEMESTER:

a) Date of study beginning	October **28, 2024**
b) Finishing of studying	March **16, 2025**
c) Midterm Examinations' Week	From December **16, 2024,** to December **22**
d) Christmas-New Years Holidays	From December **30, 2024,** to January **12, 2025**
e) Final Examinations' Period	From March **4, 2025,** to March **16**
f) Resits Examination's Period	From March **10, 2025** to March **22**

3.2. SPRING SEMESTER:

a) Date of study beginning	March **31, 2025**
b) Finishing of studying	August **10, 2025**
c) Midterm Examinations' Week	From May **19, 2025** to May **25**
d) Final Examinations' Period	From July **21, 2025** to August **3**
e) Resits Examination's Period	From July **28, 2025** to August **10**



4. ACADEMIC CALENDAR FOR 2024-2025 MUST BE DEFINED FOR THE STUDENTS OF ENGLISH LANGUAGE SINGLE-CYCLE EDUCATIONAL PROGRAM IN DOCTOR OF DENTAL MEDICINE

4.1. FALL SEMESTER:

a) Date of study beginning	October **21, 2024**
b) Finishing of studying	February **16, 2025**
c) Midterm Examinations' Week	From December **2, 2024,** to December **15**
d) Christmas-New Years Holidays	From January **1, 2024,** to January **12, 2025**
e) Final Examinations' Period	From February **17, 2025,** to March **9**
f) Resits Examination's Period	From February **24, 2025** to March **16**

4.2. SPRING SEMESTER:

a) Date of study beginning	March **24, 2025**
b) Finishing of studying	July **6, 2025**
c) Midterm Examinations' Week	From May **5, 2025** to May **18**
d) Final Examinations' Period	From July **7, 2025** to July **27**
e) Resits Examination's Period	From July **14, 2025** to August **3**



ACADEMIC YEAR/SEMESTER

An academic year is a combination of semesters and a break between them that does not exceed 12 consecutive calendar months.

A semester is a period of time that includes a combination of study weeks, additional exam(s), and a period of assessment of student achievement in additional exam(s).

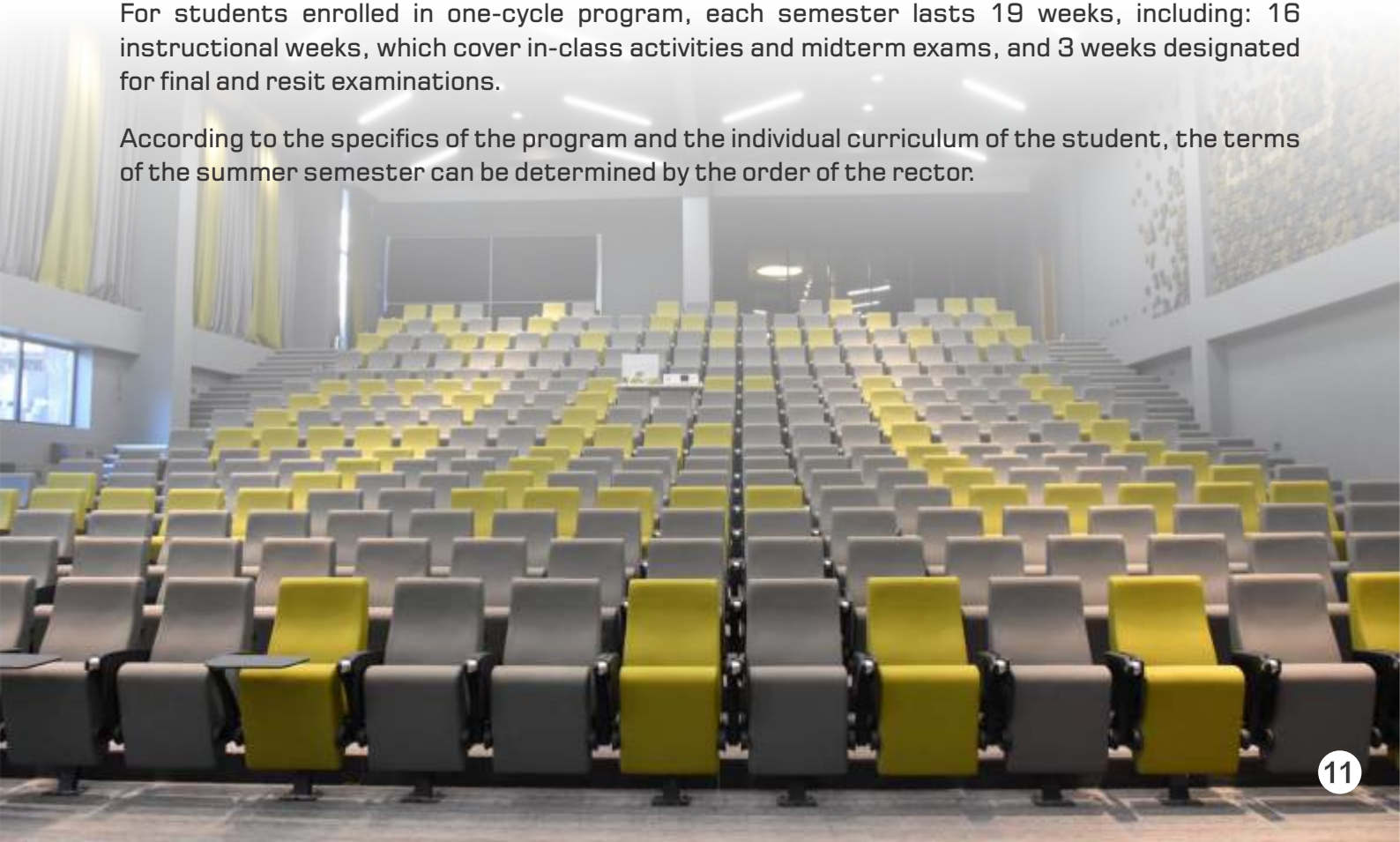
The start and end dates of the academic year (semesters) are determined by the order of the SEU Rector and are published on the official SEU website.

The academic year is divided into Autumn and Spring semesters.

The duration of each semester is 19 weeks and includes 15 study weeks spanning classroom work and midterm exam – 2 weeks of final exams and 2 weeks for additional exams.

For students enrolled in one-cycle program, each semester lasts 19 weeks, including: 16 instructional weeks, which cover in-class activities and midterm exams, and 3 weeks designated for final and resit examinations.

According to the specifics of the program and the individual curriculum of the student, the terms of the summer semester can be determined by the order of the rector.



REGISTRATION

ADMINISTRATIVE REGISTRATION

The student is required to undergo an administrative registration at the beginning of each semester, which includes the payment of tuition fees by the student, as in proper accordance with the contract (agreement).

Tuition fees can be paid at the Bank of Georgia or using a quick payment machine, or mobile bank. In order to identify the payment, it is mandatory to indicate the student's name, surname and personal number during the payment.

Through the administrative registration the student expresses readiness to undergo academic registration. Failure to register administratively is a ground for suspending student status.

ACADEMIC REGISTRATION

The student is required to complete the semester academic registration (except for the first-semester student), in order to meet the requirements of the educational program involving electronic registration (through the electronic system for managing the educational process) for the study components of the educational program and to undertake the accumulation of relevant credits.



STUDENT ACADEMIC LOAD

Student academic load involves the time required to achieve the learning outcomes defined by the educational program.

Credit is used to assess student academic load, being a unit that indicates the amount of work to be done by a student to master the subject expressed in units of time - hours.

1 credit (ECTS) equals 25 hours of student academic load and includes both contact and independent hours.

One academic year includes 60 credits (ECTS), considering the peculiarities of the higher education program and/or the individual curriculum of the student.



STUDENT ASSESSMENT

The study (training courses, practice, etc.) and research component (Master's thesis) is one semester.

The student's maximum grade in the study component is equal to 100 points, which includes the sum of midterm and final grades.

The credit system incorporates:

A) Five types of positive evaluation:

a.a) (A)	Excellent	91-100	points of maximum grade
a.b) (B)	Very good	81-90	points of maximum grade
a.c) (C)	Good	71-80	points of maximum grade
a.d) (D)	Satisfactory	61-70	points of maximum grade
a.e) (E)	Sufficient	5-60	points of maximum grade

B) Two types of negative evaluation:

b.a) (FX) failed the exam - 41-50 points of maximum grade, which means that the student needs more work to pass and is allowed to take an additional exam once with independent work;

b.b) (F) failed - a maximum score of 40 or less, which means that the work done by the student is not enough and he/she has to study the subject again.

The minimum score for the credit is 51, however, the student must have exceeded the minimum competency thresholds set for midterm and final assessments.

The share of the minimum competency threshold of the final assessment should not exceed 60% of the final assessment.

The specifics of each component are determined by the form, components, method and criteria of the assessment, which is reflected in the relevant syllabus and is available to the student at the beginning of the semester. Syllabuses are uploaded in the electronic learning process management system: **seu.ini.ge.**



UNIQUE EXAMINATION SYSTEM

The final and relevant form of the additional examination is the written examination. Depending on the specifics of the study course, it may additionally include an oral exam component. The written exam is conducted electronically at the SEU Examination Centers through working with a personalized computer for each student.

SEU is the only university where a student can take the final exam of any subject in the world using the unique "LIVE" examination system at the desired examination time in Tbilisi and the regions, in 6 different examination centers, in 6 cities:

Batumi Kutaisi Zugdidi Gori Rustavi Telavi

WITH THE INTRODUCTION OF THE SEU ELECTRONIC EXAMINATION SYSTEM,
4,000,000 SHEETS OF PAPER PER YEAR ARE SAVED



SEU ELECTRONIC LEARNING PROCESS MANAGEMENT SYSTEM

Electronic Learning Process Management System (emis.seu.edu.ge) ensures effective planning and management of the learning process, informing and communicating students. The student can receive the following services through the electronic system of learning management:

A) Getting acquainted with the educational program, syllabus;
B) Forming an individual curriculum;
C) Forming an individual study and exams schedule;
D) Tracking grades received and credits awarded
E) Having access to the agreement concluded with the university, the tuition payment schedule, checking the financial situation (grants, transactions, debts);
F) Using the library service (electronic catalog, materials, etc.);
G) Participating in surveys;
H) Corresponding with the administration (electronic chancellery, sending/receiving messages, etc.);
I) Getting acquainted with information material (in the field of employment and career development, etc.);
J) Personal profile management (contact information, etc.).

✓ In case of facing an electronic system defect, please contact the Information Technology Department.

STUDENT STATUS

THE GROUNDS FOR SUSPENDING STUDENT STATUS ARE:

The grounds for suspending student status are:

A) Personal application of the student (the student can send an application to emis.in.ge r equesting the suspension of the status);

B) academic leave;

C) Impossibility of administrative registration (financial debt); (students in debt are blocked from the database and are sent a warning SMS indicating the payment deadline, after which the student status is suspended);

D) Illness, deterioration of health, pregnancy, childbirth or child care, at the request of the student;

E) Study in a foreign country, in a higher education institution, except for study within the framework of an exchange educational program.



F) Failure to submit a health and accident insurance policy.

G) Failure to receive a grade in at least one component of the academic module, within 45 calendar days from the completion of academic registration.

The maximum period for suspension of student status is 5 years, as a result of which the student is notified of student status, except in cases provided by law.

Student status can be restored on the basis of a student's personal application, within 5 years of the suspension of status through administrative registration.

ACADEMIC DEGREE/QUALIFICATION ACQUISITION

Upon completion of the undergraduate degree program, the graduate is awarded an appropriate academic degree/qualification.

A diploma and a diploma supplement are issued in the name of the graduate. Issuance is provided by the SEU Learning Process and Examination Management Department.

Contact e-mail: l.leverashvili@seu.edu.ge; Tel: 032 290 00 00 (44)

INFORMING AND CONSULTING STUDENTS

The Student Services Department informs and advises students on issues related to the learning process, such as: enrollment, suspension/termination/restoration of student status, mobility, internal mobility, tuition fees and financial incentives. Also, staff of the Student Services Department advises students on the academic registration process, assists them in selecting-registering courses, forming an individual study schedule, and, if necessary, refers the student to the appropriate service.

There is a hotline for informing and advising students.

During the implementation of the educational program, students are advised by the dean of the faculty, program managers and lecturers. The consultation schedule (with each lecturer) is available for the student along with the study schedule in the electronic learning process management system.

iss@seu.edu.ge;
032 2 90 00 00 (35/36)



LIBRARY

The SEU Library is located on the 9th floor of the new campus.

The library is open every day, Monday through Friday:

9:00 a.m. to 21:00 p.m.
Saturday 9:00 a.m. to 18:00 p.m.

The university library is equipped with communication technologies, internet, reading hall; group work space; a computer room; bookstore and photocopier.

The library offers the reader a printed and electronic collection of literature defined by educational programs, reference literature, periodicals, scientific journals, reading materials 'readers', both in print and electronically.

In the library the student can:
- ✓ Borrow or reserve the desired book;
- ✓ Obtain complete information and consultation from the librarian;
- ✓ Use international electronic databases accessed by the university;
- ✓ Use a reading room, computer resources and group work space;
- ✓ Make photocopies of the materials in the library.



INTER-LIBRARY ORDER:

The library offers the reader to use the literature from the donor library, which is not available in our library stock.

Scientific electronic databases:

The SEU Library allows users to access the collections of world-renowned, international academic electronic databases, journals, which facilitates the sharing of experiences gained in the field of modern science.

- ✓ Cambridge Journals Online
- ✓ Cambridge Journals Online
- ✓ e-Duke Journals Scholarly Collection
- ✓ Edward Elgar Publishing Journals and Development Studies e-books
- ✓ IMechE Journals
- ✓ Royal Society Journals Collection
- ✓ SAGE Journals
- ✓ Openedition Journals
- ✓ Scopus
- ✓ Science Direct
- ✓ Mathematical Sciences Publishers Journals
- ✓ EBSCO eBook Medical Collection

Library services are available both remotely at emis.seu.edu.ge and on-site in the reading hall.

If you have any questions about the library you can write to us:

library@seu.edu.ge
032 2 90 00 00 / 42



CAREER DEVELOPMENT

The career development and alumni relations department in Georgian National University SEU provides quality services designed to assist students and graduates in finding employment that meets their goals & needs and promotes comprehensive career development.

Various employment and career opportunities are offered to students and graduates by the SEU partner organizations representing either the private or public sector.

Training sessions, workshops, public lectures, job fairs, individual consultations, news regarding ongoing vacancies and other promotional activities are constantly available for SEU students and graduates. The career development and alumni relations department supports students and graduates in developing skills and making contacts that are important to them, which further simplifies the job search process.

Students and alumni can benefit from counseling in the career development and alumni relations service, both in person and through email and telephone communication.

Consultation hours are:
Monday-Friday: 15:00-17:00

career@seu.edu.ge
032 2 90 00 00 (27)

To schedule a remote meeting, please email us at: career@seu.edu.ge.

EMPLOYMENT

In order to promote the employment of students and alumni, SEU collaborates with local and international companies that systematically provide career development and alumni relations information on various vacancies.

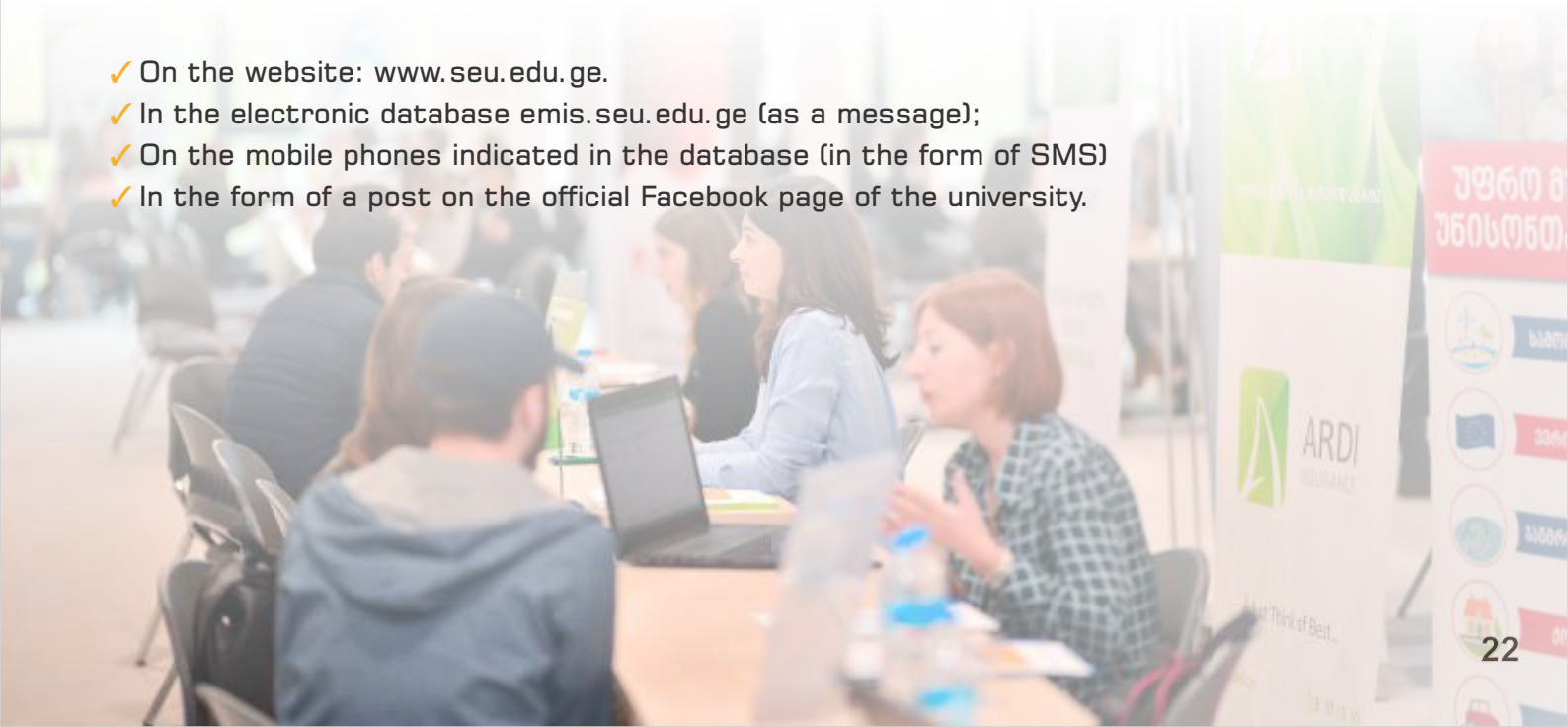
Individual employment forums of various companies are held intensively during the year, where the represented employer selects candidates for active vacancies on the spot.

SEU students and alumni can participate in employment forums. On-campus employment forums and trainings help them meet and make contacts with potential employers.

Twice a year, in order to employ SEU students and alumni, the Career Development and Alumni Relations Office provides large-scale employment forums, with dozens of companies/organizations of various profiles participating in the employment forum. The purpose of the employment forum is to enable students and alumni to meet face-to-face with employers, which helps them find the jobs they want and plan for future careers.

Students and alumni can get information about active vacancies and internships through several sources:

- ✓ On the website: www.seu.edu.ge.
- ✓ In the electronic database emis.seu.edu.ge (as a message);
- ✓ On the mobile phones indicated in the database (in the form of SMS)
- ✓ In the form of a post on the official Facebook page of the university.





STUDENT CLUBS

The student clubs are established in order to satisfy different needs and interests of students. The goal of the club is to create connections, broaden skills and study the elements of the university life. It is one of the best means for the development of knowledge and practical skills.

In each club the students have various opportunities to gain experience in terms of leadership, communication, problem solution, management, priority setting and other directions.

Our student clubs offer you various activities, which promote creativeness, innovativeness, enrich student experience and create diverse means. Participation in the clubs can influence your career development and employment.

The clubs vary according to their goals and activities. They can implement ideas and SEU promotes the achievement of goals and the development of clubs.

Advantages of the registered clubs:

- ✓ Right to apply for funding;
- ✓ Opportunity to post information on the club in the list of activities on the website of the university;
- ✓ Contact information of the club will be provided there as well (@seu.edu.ge email for each club);
- ✓ The right to present in the name of the University
- ✓ The right to conduct events and find sources for funding;
- ✓ Advertising of the organization activities, promotion of spreading of information;
- ✓ Using the campus area;
- ✓ Opportunity to use the technical equipment of the University.

Contact the Career Development and Alumni Relations Office for more information at:

✉ career@seu.edu.ge ☎ 032 2 90 00 00 (27); 577 07 90 16

STUDENT LIFE

STUDENT CONFERENCES

Scientific conferences for students are regularly held at SEU.
Information about the conference and its content is published on the SEU website:
www.seu.edu.ge

SPORT AND CULTURE

SEU, in parallel with the active learning process, pays significant attention to a diverse student life. Student life at SEU is exciting, active and busy.

One of the important functions of the SEU Student Affairs Department is to promote a healthy lifestyle. To this end, it organizes sports and cultural-creative activities, disseminates information and involves students in events.

SEU provides support and funding for student initiatives, projects, educational, sporting, intellectual, creative and other activities.

☎ 032 2 90 00 00
✉ Studentlife@seu.edu.ge



STUDENT SELF-GOVERNMENT

The student representative body of SEU is the Student Self-Government, which constantly takes care of the protection of students' rights and interests, as well as the diversity of student life.

studentself-government@seu.edu.ge



EXCHANGE PROGRAMS

Each successful student of SEU is given the opportunity to participate in exchange programs with a university scholarship and exclusive conditions.

SEU also offers students dual degree programs, providing a unique opportunity to earn academic degrees from two universities simultaneously, thereby enhancing their competitiveness in the international job market.

Information on exchange programs and/or summer/winter schools offered by SEU partner universities to SEU students is regularly posted on the website and Facebook page.

For more information, please contact the SEU International Relations Office.

iro@seu.edu.ge
(+995) 032 2 90 00 00 - 12



HEALTH AND SAFETY

Our priority is the health, safety, and well-being of our students and staff.

At SEU, to ensure student health, a medical office is available on campus, fully equipped with all essential medications for first aid. If needed, students can receive initial medical assistance from an experienced doctor.

☎ 032 290 00 00 (03)

To create a safe learning environment for students, SEU is equipped with a security system that meets international standards, an adapted infrastructure, and a security service that operates 24/7. The security staff also provides assistance to persons with disabilities when necessary.

☎ 032 290 00 00 (02)



STUDENT RIGHTS AND OBLIGATIONS

The university ensures the protection of students' rights and legitimate interests through various regulations, namely the SEU regulations, the regulation of the educational process, the Code of Ethics and other legal acts. These regulations provide information on both the protection of students' rights and their obligations.

All SEU students are required to be aware of and adhere to the provisions and principles of the Code of Ethics. In the event of a violation of the Code of Ethics, SEU will consider disciplinary action against the student.



SEU
GEORGIAN NATIONAL
UNIVERSITY SEU

The largest, multi-student and in-demand private university in Georgia with a total area of 52,000 square meters of campus

Ultra-modern and high-tech learning infrastructure

The most comfortable environment for quality education



#BISSENOSTEMPUS!

9 TSINANDALI STR., TBILISI

300 ARAGVELI SUBWAY STATION

www.seu.edu.ge

ტელ: 032 290 00 00



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