

A GUIDE TO MOBILITY STUDENTS



GEORGIAN NATIONAL
UNIVERSITY SEU

#BISSENOSTEMPUS!

2023/2024



Dear friends,

Yes, let me address you as friends, since the years you have to spend with us as Georgian National University SEU students, is certainly going to be friendly, interesting, useful, and productive. Although SEU is a relatively young university, it has established itself locally and internationally as an academic institution that provides 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.

An education received at SEU involves high professional status and career opportunities. Our graduates are ready to compete in the world of their chosen profession. It is noteworthy 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.

Accordingly, we focus on developing students' professional knowledge, skills, and values based on free and critical thinking, being essential for future careers so that they can adapt to ever-changing environments, make important decisions, creatively approach modern challenges, and contribute to our country.

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

We will support your physical and personal development, for which we recommend you to join and organize sports, intellectual, and creative activities that best suit your interests. We promise to provide knowledge of European standards, exchange programs to the most prestigious institutions in the world, internships, masterclasses and, most importantly, exciting and adventurous student life. All of this is a prerequisite for your successful future.

Both Georgian and foreign students are welcome at our university. I wish you the best student years at SEU, which will always bring you a smile and happy memories, and long-lasting friendships.

SEU is a great family and we want you to be a member of this amazing family too.

#Bissenostempus!

The founder and rector of SEU,
Gia Kavtelishvili



ABOUT SEU

Georgian National University SEU is one of the most distinguished universities in the higher education space of our country with a history of 20 years.

SEU has been focusing on development since its establishment. The University aims to create a university environment in line with international standards, where the synthesis and internationalization of strong theoretical, practical and research components in the learning process will ensure the training of competitive professionals for national and international markets.

In a short period of time, the University has been able to gain trust and popularity in the Georgian educational space - with educational programs meeting modern standards and requirements, with the efforts of highly qualified academic staff, effective teaching methods, introduction of new technologies and innovative approaches, which makes SEU very attractive for students and its graduates' - for employers!

In 2009, SEU was accredited by the National Center for Education Accreditation, and in 2014 underwent re-authorization - which confirms the full compliance of the University with the goals of higher education in Georgia and the European Higher Education Area.

On June 10, 2021, the Council of Authorization of Higher Education Institutions unconditionally granted the authorization to Georgian National University SEU.

The members of the Authorization Council unanimously shared the draft report provided by the Panel of Authorization Experts, based on the SEU Self-Assessment Document and the information obtained by the Panel of Authorization Experts on the compliance of the SEU educational standards with the seven international standards.

At present, SEU has 4 faculties and 22 accredited (undergraduate, Master, single-step) educational programs in business, law, social sciences, tourism and medicine, where up to 11 000 students study and employ up to 500 academic and visiting staff. The University takes care of the development and development of new educational programs in the field of business technologies, education, public administration and others.

The SEU academic team is staffed by highly qualified, deeply experienced competent professionals who actively use modern literature, technologies, the new teaching methods and motivate students in the teaching / learning process to maximize self-realization.

The University has close partnerships with leading foreign higher education institutions, diplomatic corps or international organizations, therefore, students have the opportunity to participate in exchange programs, joint research projects, training, advanced or retraining

programs, etc. At the same time, foreign nationals are getting education at SEU, successful foreign professors, researchers and practicing professionals are involved in the academic process.

SEU is one of the most in-demand universities, as evidenced by the results of the Unified National Examinations and Mobility for 2014-2021. According to the data of the last 5 years, 5441 students have moved to SEU, which is a record number in Georgia. In the Unified National Examinations of 2021, with the first choice of entrants and the enrollment of students, in the "Top 10" of the most demanded private universities, SEU takes the honorable first place. And with the competition of all Georgian universities - it is the second, after Ivane Javakishvili Tbilisi State University.

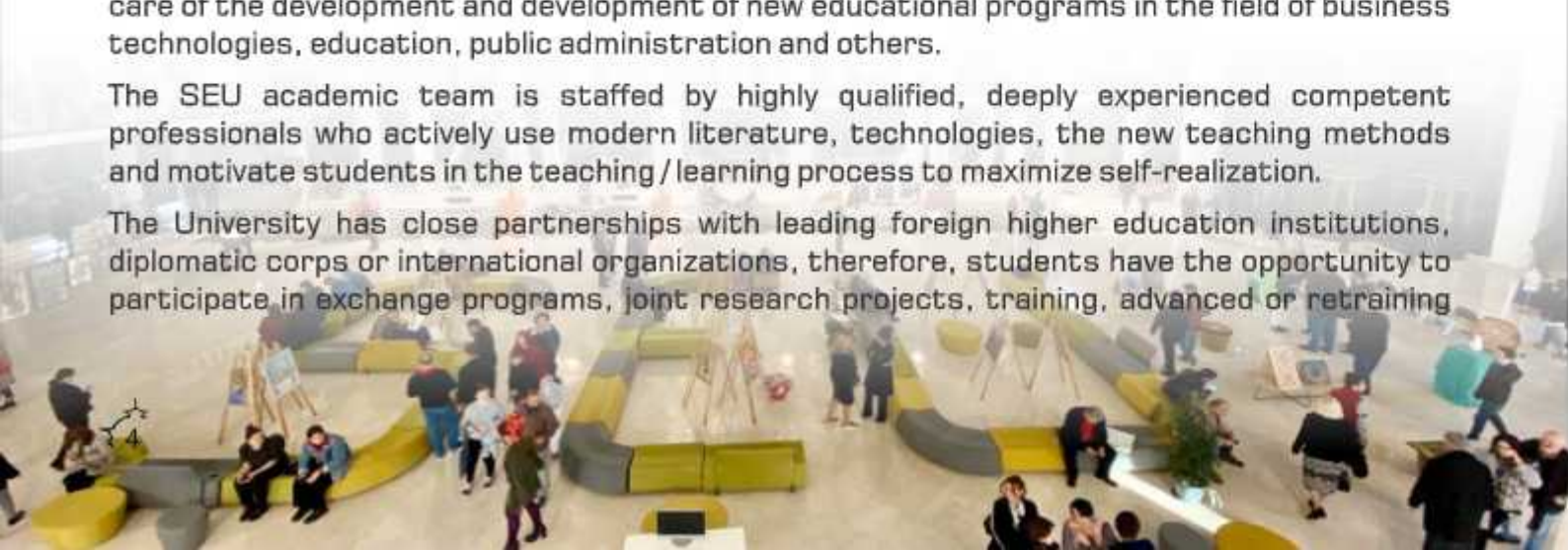
By employment rate of graduates SEU is among the "Top 5" universities. In order to promote the employment of students and graduates, employment forums are held annually, in which, as a rule, more than 150 successful companies of Georgia are represented.

SEU is located in the historical part of Tbilisi. This side is interesting from the educational and tourist point of view, as well as, convenient for public transport.

In 2007, SEU offered students an impressive learning building that has become a symbol of modern Tbilisi. Since 2018, SEU Advantages has added a new, state-of-the-art and multifunctional campus with accumulated educational and technological resources, training and recreational spaces, which is a qualitatively different concept and has no analogues. Not only the building is built on the factor of student orientation, but also its internal arrangement, which perfectly fits the goals of teaching-learning, scientific, intellectual and creative activities. Computer spaces, conference rooms, conference and mock trial rooms and learning auditoriums are equipped with the latest eco-inventory and modern technologies, which differ from each other in shape and color, depending on the functional load.

One of the most distinctive places in the building is the library, which is located on two floors and includes all the necessary space for learning and research. There is a green area outside the library, where you can spend your free time, relax and eat. Here you will find a large terrace, from where you can enjoy the beautiful views of Tbilisi. In order to relax, have fun and maintain a healthy lifestyle, the building has a swimming pool and gyms where students and staff can play football, basketball, rugby, volleyball, tennis and other activities. You will meet many more interesting spaces on the campus. Soon, a new dormitory will be built near the building.

SEU has the ambition and all the prerequisites to be the leading private higher education institution in the region.





THE LIST OF DOCUMENTS TO BE SUBMITTED BY THE STUDENT, FOLLOWING THE ENROLLMENT THROUGH MOBILITY:

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED BY THE MOBILITY STUDENT TO THE UNIVERSITY:

- Copy of ID card;
- Transcript (properly certified);
- Complete high school diploma (certificate) or its notarized copy;
- Notarized copy of the bachelor's degree program diploma (only for persons enrolled in the master's program);
- Notarized copy of the document certifying the recognition of education received in a foreign country (if any);
- Copy of military registration document (submitted only by Georgian citizens subject to military registration);
- A copy of all legal acts (orders) concerning the student status;
- Certified copy of the discharge document from the initial institution;
- Electronic copy of the 3x4 photo.

STUDENT RIGHTS:

The student rights and responsibilities are regulated by the Law of Georgia on Higher Education, the Statute of the University and other internal legal acts.

THE STUDENT HAS THE RIGHT TO:

- Receive educational services within the scope of the educational program in accordance with the terms and conditions provided for in the academic calendar of the university;
- Participate in the development of an individual educational program and benefit from the additional educational services offered by the university;
- Independently evaluate the learning process and other services offered by the university;
- Freely express his/her opinion and/or refuse to share ideas that is not acceptable to him/her;
- Join student and other community organizations, both within and outside the university;
- Receive all types of information about him/her at the university in accordance with the rules established by law. Third party may be accessed to the student information only with the student's consent/request or on grounds provided by law;
- Continue to study through self-financing for an additional semester(s), if he/she fails to obtain the appropriate academic degree within the planned period specified in the educational program (240 credits in the components required by the relevant educational program).



RESPONSIBILITIES OF STUDENTS

THE SEU STUDENT IS OBLIGED TO:

- Go through the academic and administrative registration in accordance with the procedures and deadlines established by the university;
- Submit reliable information, personal and contact information to the university, as well as all documents required by the university legal acts, notifying the university of the changes in contact information;
- Acquire all the educational disciplines provided by the educational program of the university in compliance with the requirements of the relevant program, and participate in the activities provided by the educational program;
- Adhere to the norms of student discipline, communication with administration and academic staff, professional ethics and academic honesty established by the legal acts of the university. For violating these norms, the student will be subject to disciplinary liability in accordance with the rules established by the university;
- Pay the tuition fee in the amount and conditions established by the contract and its relevant extension;
- Participate in the quality assurance process activities carried out by the university; timely checking the university website www.seu.edu.ge and the student's personal page in the educational process management system emis.seu.edu.ge to get appropriate information.



REGISTRATION

ADMINISTRATIVE REGISTRATION

Undergoing the administrative registration by a student implies full or partial payment of tuition fees in the fall and spring semesters, and is a prerequisite for going through the academic registration.

ACADEMIC REGISTRATION

The academic registration implies the registration for the academic courses through the electronic learning process management system emis.seu.edu.ge.



STUDENT WORKLOAD AND SEMESTERS

Student workload is defined as the time required to achieving the learning outcomes defined by the educational program. A credit is the unit used to assess the student workload or the amount of work to be done by a student to acquire the subject expressed in the unit of time: hours. 1 credit (ECTS) equals a student workload of 25 hours and includes both contact and independent hours. One academic year includes 60 (ECTS) credits. Depending on the specifics of the higher education program and/or the student's individual curriculum, it is permissible for the student to have an annual workload of less than 60 credits or more, but not more than 75 credits. The students of the diploma Medical course can earn more than 60 credits per year, but the total number of credits, added above 60 within the duration of the program, should not exceed 15 credits in total.

THE STUDENT CAN CHOOSE A MAXIMUM OF 36 CREDITS PER SEMESTER.

- Undergraduate student workload for 8 semesters involves at least 240 credits;
- Diploma Medical course student workload for 12 semesters involves 360 credits;
- Graduate student workload for 4 semesters involves no less than 120 credits;

A credit is the unit indicating the academic load required for a student, which can be obtained after achieving the learning outcomes.

An academic year is the amount of semesters and a period of breaks between them that does not exceed 12 consecutive calendar months.

A semester is a period of time that includes a combination of the academic weeks, the additional period of exam(s) and a student achievement assessment period for the supplementary exam(s). The start and end dates of the academic year (semesters) are determined by the order of the SEU Rector and published on the official SEU website.

The academic year is divided into the fall and spring semesters.

The duration of each semester is 19 weeks, whereas 15 academic weeks include classroom activities and midterm exam. Final exams are held within a 2 week period and another 2 weeks are reserved for additional exams.

According to the specifics of the program and the individual curriculum of the student, the terms of the summer semester are possible to be adjusted by the order of the Rector.



ELECTRONIC LEARNING PROCESS MANAGEMENT SYSTEM

The student will be given his/her profile password to enter the electronic learning management system (emis.seu.edu.ge) after signing the contract. The student can receive the following services through the electronic learning process management system:

- a) Getting acquainted with the educational program, syllabi;
- b) Initiating an individual curriculum;
- c) Initiating an individual academic and examination schedule;
- d) Monitoring the assessments received and the credits awarded;
- e) Enjoying an access to the contract concluded with the university, the tuition fee payment schedule; checking the financial situation (grants, transactions, debts);
- f) Using the library service (electronic catalog, materials, etc.);
- g) Taking part in surveys;
- h) Being able to correspond with the administration (electronic chancellery, sending and receiving notifications, etc.);
- i) Getting acquainted with information materials (in terms of employment and career development, etc.);
- j) Managing their personal profile (contact information, etc.).

TUITION FEES FOR UNDERGRADUATE PROGRAMS

The tuition fee for the undergraduate programs listed below is 2990 GEL

- ✓ Law - 2990 GEL
- ✓ Finance - 2990 GEL
- ✓ Management - 2990 GEL
- ✓ Tourism - 2990 GEL
- ✓ Business Administration - 2990 GEL
- ✓ Business Administration (English medium) - 2990 GEL
- ✓ Journalism - 2990 GEL
- ✓ Psychology - 2990 GEL
- ✓ International Relations - 2990 GEL
- ✓ Dental Medicine - 4990 GEL
- ✓ Medicine - 4990 GEL
- ✓ Information Technologies - 2990 GEL
- ✓ Data science and artificial intelligence - 5500 GEL

TUITION FEES FOR GRADUATE PROGRAMS:

- ✓ Business Administration - 3300 GEL
- ✓ Business Administration (English-taught) - 3990 GEL
- ✓ Education Administration - 2990 GEL
- ✓ Social Psychology - 2990 GEL
- ✓ Clinical Psychology - 3300 GEL
- ✓ Banking - 2990 GEL
- ✓ Human resource management - 3300 GEL
- ✓ Law - 3300 GEL
- ✓ Data Science - 3500 GEL

PAYMENT OF TUITION FEE

Tuition fees can be paid in 10 installments or according to the individual schedule preferred by the student, which is reflected in the annex to the student contract as well as in the finance module of the student's personal website (emis.seu.edu.ge).

SEU operates an electronic (billing) system for recording tuition fees, allowing the student to pay tuition fees through banks, online portals and fast payment machines.

Only an ID card is required to pay the tuition fees through the SEU partner Bank of Georgia.

In case of the student failing to pay the tuition fee on time, they must apply to the university through the electronic database: The e-Chancellery> Announcements> a free form, offering the university the payment schedule of their convenience. The student will be notified of the response electronically and also, the new date will be added to the database.

For financial issues, students should call: (032) 2 90 00 00 (ext. 55)

or log on their personal website (emis.seu.edu.ge) via hot ZOOM.

INFORMING AND ADVISING FOR STUDENTS

The Department of Student Affairs 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 benefits.

Additionally, the specialists of the Student Affairs Department advise the students in the process of the academic registration, assist them with the selection and registration procedures for the academic courses, outline their individual academic schedule and, if necessary, refer the student to the relevant service(s).

There is a telephone hotline available for informing and advising students.

Students are advised by the deans of the faculties, heads of the programs and lecturers on the process of implementing the educational program. Consultation schedule (with each lecturer) along with the academic schedule is available on the electronic learning process management system emis.seu.edu.ge

Contact information:

- ✉ info@seu.edu.ge;
- ☎ Hotline: (032) 2 90 00 00
- ☎ Specialists of the Department of Student Affairs: : (032) 2 90 00 00 (ext.: 31/32/33/34)
- ☎ International Student Services Specialist: (032) 2 90 00 00 (35)

You can also contact the Department of Student Affairs from your personal website emis.seu.edu.ge via Hot ZOOM.

INTERNAL MOBILITY

The student has the opportunity to enjoy internal mobility, implying the student to change the educational program within the single step at the university.

The student's right to participate in internal mobility is granted from the first semester of the educational program. Internal mobility is announced by order of the Rector, twice a year.

The internal mobility process is carried out through an electronic learning process management system. The student should submit an electronic application from the personal page of the system from the e-Chancellery module.

The Department of Student Affairs will provide the applicant with information on recognized credits. If the student agrees to the terms of credit recognition, the curriculum change will be reflected in the electronic system.

Information on student status suspension / restoration / termination and other educational issues is available on the university website: [HTTPS://WWW.SEU.EDU.GE/KA/554/](https://www.seu.edu.ge/ka/554/)





EXAMINATION

Examinations are held in written and/or oral form in accordance with the syllabus of the course/component. Written examinations are conducted electronically at the SEU Examination Center with a personalized computer for each student.

The student completes the exam assignment by computer, which is given according to the syllabus of the course, in the form of open or closed and/or mixed type tests.

The oral examination is conducted by the academic/invited staff delivering the relevant component. The oral test is conducted in the language of instruction of the component.

The results of the electronic test are recorded for the student as soon as the test is completed.

The results of the exam will be reflected to the student in the electronic system emis.seu.edu.ge, no later than 5 calendar days after the exam, depending on the format of the exam.

The right to take the final exam is given to a student who accumulates not less than 11 points, taking into account the intermediate grades and the highest score of the final exam.

The student will be admitted to an additional exam during the ongoing semester exam period.

The student is allowed to take an additional exam once, not less than 5 days after the announcement of the final exam results.

Examination Center contact information: 290 00 00 (ext. 15)

LIBRARY

The SEU Library is located on the 16th floor of the administrative building.

The library is open daily: **09:30** a.m. - **21:30** p.m..

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

The library offers the reader a printed and electronic collection of literature defined by educational programs, reference literature, periodicals, scientific journals and the so called "readers" in both printed and electronic form.

The library allows the student to::

- ✓ Take out or reserve the book of their desire;
- ✓ Receive complete information and consultation from the librarian;
- ✓ Use the international electronic databases the university has access to;
- ✓ Use a reading room, computer resources and group work space;
- ✓ Make photocopies of the materials the library provides.

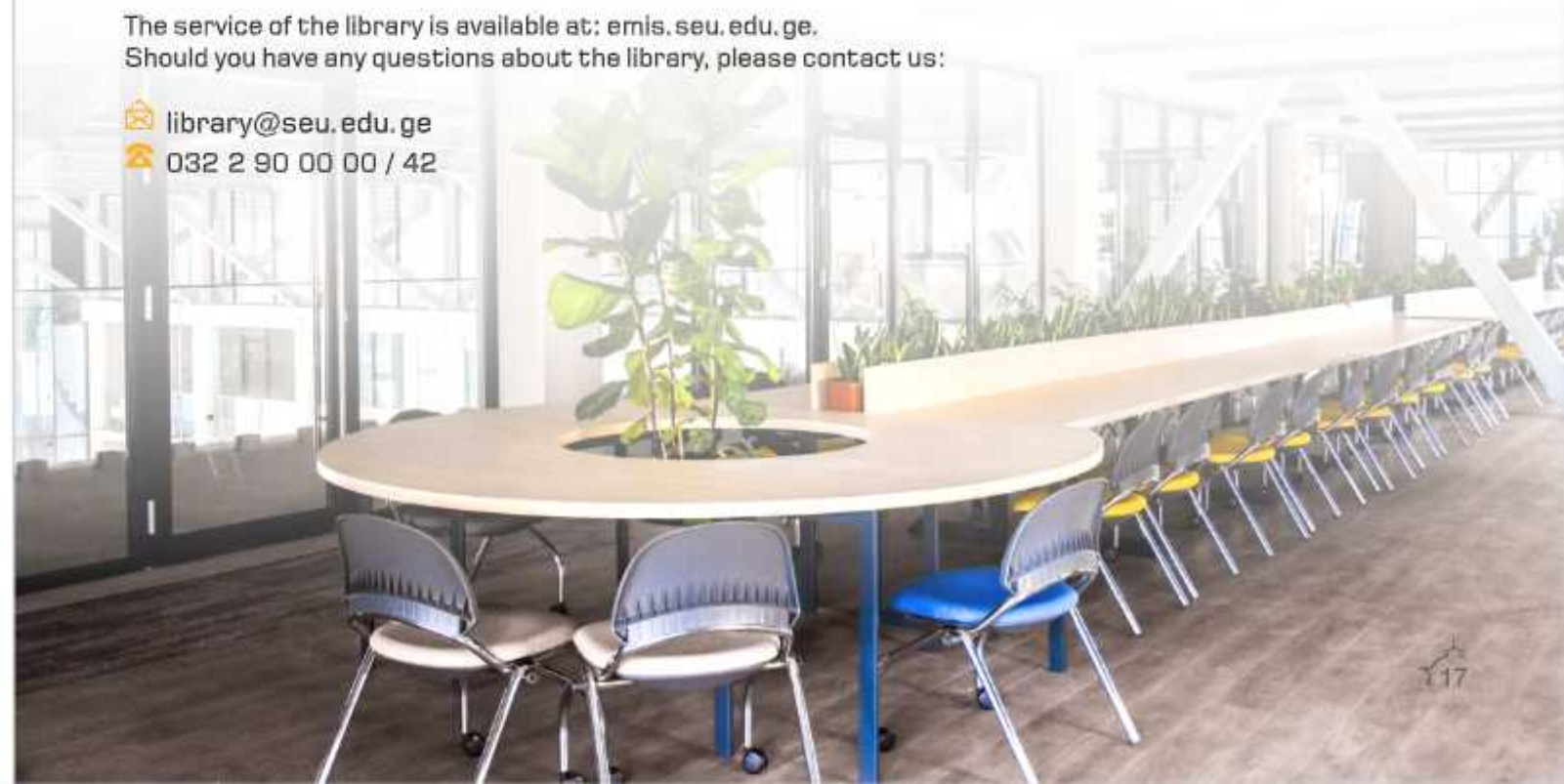
Due to the COVID-19 pandemic, the SEU library operates remotely. Library resources will be available only by the online pre-ordering. The library will provide the readers with the electronic version of the book requested.

The service of the library is available at: emis.seu.edu.ge.

Should you have any questions about the library, please contact us:

✉ library@seu.edu.ge

☎ 032 2 90 00 00 / 42





CAREER DEVELOPMENT

The Career Development and Alumni Relations Office helps students and alumni take the following first steps: compiling a resume, making necessary connections and preparing for an interview. For this purpose, trainings and masterclasses are constantly held at SEU by the representatives of the leading companies. The Office also promotes the development of the necessary skills and contacts for students and alumni that will further facilitate the job search process. The Office offers students and alumni consultations, interviews, employment forums, career days, information meetings, resume database and other relative services.

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

- ✓ The website: www.seu.edu.ge.
- ✓ The electronic database emis.seu.edu.ge (as a message);
- ✓ The official Facebook page of the university.
- ✓ Mobile phones contained in the database (as an SMS);

Consultation hours:

Monday, Wednesday, Friday: 15:00-17:00

✉ career@seu.edu.ge

☎ 032 2 90 00 00 (27)

INTERNATIONAL RELATIONS OFFICE

EXCHANGE PROGRAMS

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

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

For more information please contact the SEU International Relations Office.

Contact information: iro@seu.edu.ge Tel: 290 00 00 (11)

- | | |
|---|---|
| The University of California, Berkeley, USA | Bucharest University of Economic Studies, Romania |
| College of the Canyons, USA | University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș, Romania |
| Coventry University, UK | International Business School, Bulgaria |
| Zwickau University of Applied Sciences, Germany | Medical University of Sofia, Bulgaria |
| BBW Hochschule - University of Applied Sciences, Germany | International University of Gorazde, Bosnia and Herzegovina |
| University Clinic and Medical Faculty of Technical University Munich, Germany | Klaipeda State University of Applied Sciences, Lithuania |
| Jaume I University, Spain | Riga Business School, Latvia |
| Eastern Switzerland University of Applied Sciences | Riseba University of Business, Arts and Technology, Latvia |
| EU Business School, Switzerland | Turiba University, Latvia |
| Sustainable Development Management Institute, France | University of Latvia |
| Tor Vergata University of Rome, Italy | Open University of Human Development, Ukraine |
| University of Foggia, Italy | Istanbul Medipol University, Turkey |
| Polytechnic Institute of Bragança, Portugal | Memorial Hospital Group, Turkey |
| University of Donja Gorica, Montenegro | Yeditepe University, Turkey |
| Tomas Bata University in Zlín, Czech Republic | University of Petroleum and Energy Studies, India |
| Lazarski University, Poland | Sathyabama University, India |
| University of Applied Sciences Kalisz, Poland | Sharda University, India |
| University of Economics and Human Sciences in Warsaw, Poland | IFIM Business School Bangalore, India |
| University of Gdansk, Poland | |
| UCSI University, Malaysia | |

ACADEMIC CALENDAR FOR 2023-2024 MUST BE DEFINED FOR THE STUDENTS OF BACHELOR PROGRAM

FALL SEMESTER:

a) Date of study beginning	October 9, 2023
b) Finishing of studying	February 3, 2024
c) Midterm Examinations' Week	From November 20, 2023, to December 2
d) Christmas-New Years Holidays	From December 25, 2023, to January 7, 2024
e) Final Examinations' Period	From February 5, 2024, to February 24
f) Resits Examination's Period	From February 10, 2024 to February 29

SPRING SEMESTER:

a) Date of study beginning	March 11, 2024
b) Finishing of studying	June 22, 2024
c) Midterm Examinations' Week	From April 22, 2024 to May 2
d) Final Examinations' Period	From June 24, 2024 to July 13
e) Resits Examination's Period	From June 29, 2024 to July 19

FOR THE STUDENTS OF ENGLISH LANGUAGE SINGLE-CYCLE EDUCATIONAL PROGRAM IN MEDICINE

FALL SEMESTER:

a) Date of study beginning	October 16, 2023
b) Finishing of studying	February 10, 2024
c) Midterm Examinations' Week	From December 4, 2023, to December 10
d) Christmas-New Years Holidays	From December 31, 2023, to January 7, 2024
e) Final Examinations' Period	From February 12, 2024, to February 24
f) Resits Examination's Period	From February 19, 2024 to March 2

FOR THE STUDENTS OF ENGLISH LANGUAGE SINGLE-CYCLE EDUCATIONAL PROGRAM IN MEDICINE

SPRING SEMESTER:

a) Date of study beginning	March 18, 2024
b) Finishing of studying	July 6, 2024
c) Midterm Examinations' Week	From May 7, 2024 to May 12
d) Final Examinations' Period	From July 8, 2024 to July 21
e) Resits Examination's Period	From July 15, 2024 to July 27

ACADEMIC CALENDAR FOR 2023-2024 MUST BE DEFINED FOR THE STUDENTS OF ENGLISH LANGUAGE SINGLE-CYCLE EDUCATIONAL PROGRAM IN DOCTOR OF DENTAL MEDICINE

FALL SEMESTER:

a) Date of study beginning	October 16, 2023
b) Finishing of studying	February 3, 2024
c) Midterm Examinations' Week	From November 27, 2023, to December 9
d) Christmas-New Years Holidays	From December 30, 2023, to January 7, 2024
e) Final Examinations' Period	From February 5, 2024, to February 24
f) Resits Examination's Period	From February 10, 2024 to February 29

SPRING SEMESTER:

a) Date of study beginning	March 11, 2024
b) Finishing of studying	June 22, 2024
c) Midterm Examinations' Week	From April 22, 2024 to May 2
d) Final Examinations' Period	From June 24, 2024 to July 13
e) Resits Examination's Period	From June 29, 2024 to July 19



AWARDING AN ACADEMIC DEGREE / QUALIFICATION

Following the completion of the undergraduate / graduate education 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 Department of Learning Process and Examination Management.

The student will be awarded a bachelor's degree if he/she obtains at least 240 ECTS credits provided by the relevant educational program and fully meets the requirements set by the program.

The student will be awarded a master's degree if he/she obtains at least 120 ECTS credits provided by the relevant educational program and fully meets the requirements set by the program.

The student will be awarded the academic degree of Certified Physician if he/she obtains at least 360 ECTS credits provided by the single-step Medical educational program and meets the requirements set by the program. The academic degree of a certified physician is equal to the academic degree of a Master.

✉ l.leverashvili@seu.edu.ge

☎ 032 2 90 00 00 (44)

The working days of the SEU administration: Monday-Friday, 09:30-18:30.



The largest and most demanded private university in Georgia with the highest number of students and the total campus area of 52 000 sq.m.

The ultra-modern and high-tech academic facilities

The best and most comfortable environment to receive a high-quality education.



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🚶 METRO STATION 300 ARAGVELI

🌐 www.seu.edu.ge

☎ TEL.: +995 32 290 00 00



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🚇 300 ARAGVELI SUBWAY STATION

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