

RULES AND REGULATIONS DURING THE ACADEMIC REGISTRATION PROCESS

Dear students,

Spring semester 2024-25 have been changed. The study process will now start on **March 10** (instead of March 3) and end on **June 21** (instead of June 14).

As a result, the academic registration period will also be adjusted. Academic registration will now begin on **March 5** (the exact time is not known yet, we will inform you later) and end on **March 10**.

Before it, we would like to remind you of certain important details in advance:

1. **The CERGE-EI courses** will start as initially planned by the partner institution on March 3 (Term 1 courses). Considering the above-mentioned change, the registration process for these specific courses will take place on February 25 & 26 via Google Form.

2.Amount of Credits Student Can Take: A student can collect a **maximum 65 credits (30/35 ECTS credits per semester)** per academic year. Thus, if you chose 30 ECTS credits in the Fall semester, in the Spring you can choose 35 ECTS credits and vice-versa. Please take into account that retaken course(s) are considered as general credits (e.g. if you retake 2 courses and choose 5 general courses, your credits will be 35, not 25).

NOTE: The 8th semester student can collect a maximum of 40 credits in the last semester if he/she has already collected overall 200-209 ECTS credits in the previous semesters (e.g. if a student selected 35 ECTS credits in Fall semester and has 200 ECTS credits for the moment, he/she can still take 40 ECTS credits in Spring semester) - if a student has 209 ECTS credits, he/she will have the opportunity to choose 40 ECTS credits (in the final 8 semester).

NOTE: There is no requirement for minimum credits a student should take.

3. Prerequisites of the Courses: As you know the free credit and elective courses have **as subjects as well as semesters for prerequisites** and a student can only choose a Free Credit or Elective course offered in his/her own semester, not of previous years (exception is a mobility student/or student who spent a semester via exchange program/or 8th semester student/or additional semester student).

As Annex 1, the Study Plan is available on [Moodle](#) and the list of Spring semester courses on the [website](#).

We strongly recommend to register for one free credit course per semester, since in order to meet BA program requirements 4 courses in total 20 ECTS are sufficient.

4. Spring Semester Calendar: The class calendar is available on [iset.ge](#), however due to the changes it will be updated next week and will start from March 10 and please be guided with the ISET online calendar during the academic registration on [UNI.TSU.GE](#).

5. ISET Moodle Access: Since the academic registration ends on March 10, we will start adding the enrolled students on ISET Moodle (in each course section) only after the registration process and all of you will have access to Moodle later.

6. Limit of Retakes (in case of failing): Please keep in mind that the student can retake the **failed (compulsory) course only 3 times** during study period. If he/she fails a third time in the retaken course, **he/she will not be able to continue studying at ISET. Failed (compulsory) course 3 times** are a prerequisite for termination/stop of status, which means that the student's status will be terminated after registration is completed (late March).

7. Retaking compulsory courses in case of F (fail) – the Uni system will give a student permission to register during the academic registration.

8. Grade improver –A very small quota will also be available for students wishing to improve their grade in compulsory course, such as from a "D" to a "B."

NOTE: You will get a separate email with the registration details and link on March 10th. The registration will be first come, first serve bases with a limited quota announced in advance!

The student is fully responsible for selecting their elective courses. While there may be instances where students reserve spots or replace courses, please be aware that such changes will not be manually corrected by the administration. This is a strict policy, and students are fully accountable for their course choices. **Be cautious and do not attempt to switch or reserve courses for other students, the administration will not be responsible for consequences of such actions.**

ISET Academic Affairs Department