



## ORDER OF THE RECTOR OF THE LEPL GEORGIAN TECHNICAL UNIVERSITY

**TBILISI**

**29/07/2024**



**MES 7 24 0000919593**

### **Regarding the 2024-2025 academic schedule for the undergraduate program to be implemented in collaboration between GTU and San Diego State University**

Based on the Law of Georgia on Higher Education, Decree No. 20 of the Government of Georgia dated January 30, 2015, concerning "Determination of Rules and Conditions Different from Those Established by Georgian Legislation for the Implementation of Higher Education Programs between Higher Education Institutions of Georgia and San Diego State University," the Instruction for Managing the Educational Process at Georgian Technical University, and letter No. SDSU 40-07-2024 from Mr. Vladimir Kiknadze, Financial and Administrative Director of San Diego State University-Georgia, dated July 22, 2024, with the aim of organizing the 2024-2025 academic year,

#### **I Order:**

1. The classroom activities (lectures, practicals, laboratories, seminars, etc.) for the first (fall) semester of the 2024-2025 academic year for students in the English-language undergraduate program conducted in collaboration between GTU and San Diego State University should be held from August 26, 2024, to December 14, 2024.
2. The final exams should be conducted from December 16, 2024, to December 21, 2024. Additional exams will be scheduled according to the rules in effect at San Diego State University.
3. The classroom activities for the second (spring) semester of the 2024-2025 academic year should be held from January 20, 2025, to May 8, 2025.
4. The final exams should be conducted from May 10, 2025, to May 17, 2025. Additional exams will be scheduled according to the rules in effect at San Diego State University.

5. The classroom activities for the third (summer) semester of the 2024-2025 academic year should be held from May 20, 2025, to August 15, 2025.
6. The final exams should be conducted from August 19, 2025, to August 24, 2025. Additional exams will be scheduled according to the rules in effect at San Diego State University.
7. Academic registration should be carried out as follows:  
For the first (fall) semester - August 23, 2024;  
For the second (spring) semester - January 15, 2025, to January 18, 2025;  
For the third (summer) semester - May 15, 2025, to May 18, 2025.
8. Administrative and academic registration will be conducted at:  
Tbilisi, M. Kostava St. No. 5, Third Floor, San Diego State University-Georgia Dean's Office (Contact phone: 2 311 611).
9. The leading professor of the course is required to enter the results of the students' final and/or additional exams into the electronic record (hereafter - electronic record) within two working days following the deadline for the assessment/exam (by 5 PM).
10. At the end of the semester, no later than four working days following the deadline for additional exams, the leading professor must confirm the data with a signature on two printed copies of the electronic record in the relevant academic department. The electronic record should be transferred to the corresponding faculty's Dean's Office according to the existing procedure.
11. The Dean of the respective faculty is tasked with presenting a service letter to the Educational Process Management Service within two weeks after the end of each semester, regarding the conduct of the semester, final results, and registration of student assessments, as well as the students' ranking lists.
12. The Vice-Rector T. Tsereteli is responsible for overseeing the implementation of this order.
13. The order should be posted in visible places and published on the university's website.

Vice-Rector  
Tamar Tsereteli