 **Contract № -- M --**

**About Master’s Degree Studies**

**Kutaisi City**

**“dd” “mm” “yy”**

This Agreement is entered between Legal Entity of Public Law – AKAKI TSERETELI STATE UNIVERSITY (hereinafter referred to as – “UNIVERSITY”), on behalf of its Rector, Professor George Gavtadze, under the order of # 132/N issued on September 9, 2013 by the Ministry of Education and Science of Georgia on approval of the statute of current “Legal Entity of Public Law – Akaki Tsereteli State University” and “**Surname, Name**” (hereinafter referred to as – “STUDENT”), personal number **ID Number**, residing at “**Address**” now therefore this agreement witnesses that, in consideration of the mutual covenants and conditions herein contained, we agree upon the following:

**Article I. SUBJECT MATTER**

* 1. In accordance with the Law of Georgia “On Higher Education” and with the procedures prescribed by the Charter of the university, the university enrolls a student for the purpose of completing **the master’s level** of the academic higher education– the educational program of **Leadership and Management in Higher Education**, which envisages the relevant educational program of study, essential for accumulating the total credits determined in advance leading to the award of the **Master’s degree** and for pursuing studies at the further level of education. As for the student, s/he shall reimburse the University the value determined by the University through the educational program of study in accordance with the rules prescribed by Georgian Legislation.
	2. The university enrolls a student into the specialty of **Leadership and Management in Higher Education** of the Faculty of **Business, Law and Social Sciences**, in the first-year.
	3. A student shall annually pay the University the fee of the educational program of study amounting to 2250 Lari.

**Article II. UNIVERSITY’S RIGHTS AND OBLIGATIONS**

2.1. The university is expected to ensure that any kind of educational service regarding the educational program of **Leadership and Management in Higher Education is** available to the student. In the event that the state accreditation of the educational program terminates, the terms and conditions established by the contract will be maintained in accordance with the current legislation.

2.2. The university is expected to provide support to students in the pursuit of the educational program in accordance with the rules and the standards prescribed by the legislation, into the specialty of **Leadership and Management in Higher Education** of the Faculty of **Business, Law and Social Sciences**.

2.3. The university is required to provide the student with all the kinds of information, which has a direct connection with the receipt of the relevant educational service for the student. The university assumes the responsibility for the quality of the educational service for students at university. It grants him/her the adequate documents, verifying the student’s enrollment and study.

2.4. Upon the successful completion of the educational program, the student, who accumulates the total number of credits as defined by the educational program, is awarded the **Master’s** degree. The university is liable to issue the document, the Diploma with its Supplement, testifying to the qualification conferred upon him/her.

2.5. The university enables the student to use all the resources of the university, connected with the learning process and, the ones which are essential to achieve the anticipated results of the relevant educational program in accordance with the rules prescribed.

2.6. The university ensures the undergoing of the learning process through the relevant programs and syllabuses within a predetermined time limit.

2.7. The university is entitled to claim reimbursement of the damage caused by the acts of students.

2.8. The university is entitled to terminate or suspend the student’s status in accordance with the current legislation and on the basis of administrative acts enacted by the governing bodies of the university.

**Article III. RIGHTS AND OBLIGATIONS OF A STUDENT**

3.1. A student has the obligation to defend the existing legislature, the statute of the university, the said agreement, the internal regulations of the university, the code of ethics and other relevant administrative acts, which regulate the study process at university. A student is obligated to comply with the legislation and the administrative acts enacted by the governing bodies of the university, those regulating the study process.

3.2. A student is obligated to properly meet the demands set forth by the relevant educational program and the syllabus of the separate course of study.

3.3. A student is obligated to fully cover the cost of the tuition fee of the educational program of one academic year annually in accordance with the rule determined by this agreement (in the event of the co-funding from the state, the latter decreases by the relevant amount in percents outlined in the certificate enclosed).

3.4. A student is obligated to make a payment of the tuition fee of each academic year over the period of the year in 4 installments no later than the following dates:

a) Payment, Part First amounting to 562, 5 Lari – no later than September 30;

b) Payment, Part Second amounting to 562, 5 Lari - no later than December 20;

c) Payment, Part Third amounting to 562, 5 Lari - no later than March 30;

d) Payment, Part Fourth amounting to 562, 5 Lari - no later than May 20;

3.5. In the event of the co-funding from the state, a student makes a payment of his/her own within the time limit in 4 installments as outlined in section 3.4.

3.6. A student is required to timely and fully fulfill the financial liability arisen between him/her and university

3.7. In case if a student fails to complete the educational program within the time limit as defined by the relevant legislation, s/he is required to pay the tuition fee based upon the amount determined by the relevant educational program in the relevant academic year, within the frame of the volume of academic arrears.

3.8. The tuition fee shall be paid via the banking settlement of accounts. In case of the requirement, a student is obligated to present the receipt for payment of the tuition fee to the institution.

3.9. A student completes the educational program of **Leadership and Management in Higher Education** through the application of the credit system of the study and s/he is obligated to study all the subjects which s/he selected at his/her own will and which are compulsory as outlined in the study program. In the period of study a student is required to accumulate the number of credits approved for each subject, which equals 30 credits per term in total. A student has the right to earn additional 15 credits during the academic year.

3.10. All the matters concerning a student, the status of a student (including the termination/suspension of the academic relation with the university) are settled due to the Law of Georgia “On Higher Education”, in accordance with the rules prescribed at university.

3.11. A student who fails to earn the credits approved for the educational program within the time limit determined by the legislative rule, there shall be activated different conditions according to the order of # 01-04/52 02.09.2016 y. (Concerning the terms and conditions for ATSU students on earning different credits and/or credits remaining in arrears).

**Article IV. ENTRY INTO FORCE AND DURATION**

4.1. The duration of the agreement is determined by the period of 2 years. The agreement shall enter into force from the day following the written procedure for the order on a student’s enrollment into the program of **Leadership and Management in Higher Education.**

**Article V. TERM AND TERMINATION**

5.1.The agreement may be terminated prior to the expiry of its duration, caused by one of the parties’ improper execution of the duties or failure to execute the duties entrusted under the contract, through which there occurred a breach of the condition established by the contract.

5.2. In the event that the initiative regarding the termination of the contract prior to its expiry date is taken by a student, there is no refund of the payment for the tuition fee.

5.3. Due to the failure to execute the duties entrusted, a controversy arisen between the parties is litigated in compliance with the rule prescribed by the Georgian Legislation.

**Article VI. ADDITIONAL TERMS AND CONDITIONS**

6.1. The said Agreement is executed in two copies, each having the equal legal effect. One is retained at university; the other is submitted to a student.

6.2. Amendments and/or addenda to the said Agreement shall be performed by the written procedure; it shall form an integral part of this Agreement.

6.3. Modifications and/or addenda to the said Agreement, of whose necessity arises out of the alterations in the existing legislation, shall not require the written agreement between the parties and the relations between the parties are regulated in compliance with the provisions established owing to the modifications in the legislation.

**Article VII. PARTIES’ REQUISITES AND SIGNATURES**

Akaki Tsereteli State University

Legal Address: Kutaisi, Tamar Mepe 59

Bank Requisites: Akaki Tsereteli State University

Correspondent Bank – State Treasury

Correspondent Title – Treasury Single Account

Bank Code - TRESGE22

Correspondent Account/ Treasury Code – 709057289

Akaki Tsereteli State University

Rector, Professor G. Gavtadze -----------------------

 (Signature)

 STAMP

Student: -----------------------

 (Signature)