

# A Vocational Student Guide

Avicenna International Community College LTD



# The mission of Avicenna International Community College LTD

Provision of labor market-oriented competitive, qualified staff training, employment and self-employment for the purpose of economic development of the country by social inclusion, personal and professional development of the individual, professional orientation counseling, introduction of career planning system, innovative approaches and technological development



If you have a full general education and want to master the demand for the labor market, we offer vocational education programs



**Kindergarten teacher-tutor**



**Accounting**

Want to know how long should you study?



## Kindergarten teacher-tutor

For those people who have not proven the competence in the Georgian language

Duration of study: 93 academic weeks

For those people who have proven the competence in the Georgian language

Duration of study: 73 academic weeks



By the end of the study you will be granted the qualification of the kindergarten teacher of the V level

Vocational qualifications - possessing vocational knowledge and skills, which is confirmed by vocational diploma issued by vocational education institution.

In order to qualify for vocational qualification, the results of the studies envisaged by all Modules of the Vocational Study of Vocational Education Program should be recognized.

The module is a separate, independent learning unit that enables vocational students / listeners to acquire concrete, completed competence and / or skills and / or knowledge.



Want to know how long should you study?



## Accounting

For those people who have not proven the competence in the Georgian language

Duration of study: 86 academic weeks

For those people who have proven the competence in the Georgian language

Duration of study: 66 academic weeks



By the end of the study you will be granted the qualification of the accountant of the V level

# How to contact us?

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## Wondering how to get a vocational student status?

On the procedures and terms of obtaining the status of a vocational student by the director of the institution:

Exact name of the vocational education program, level, tuition fee and number of seats;

## What documents do you need to present?

Personal (in case of minors - legal representative's) statement;

A copy of the passport / identity document;

A document certifying education (in case of education abroad, the document confirming the recognition of education by the National Center for Educational Quality Enhancement),

2 photos 3x4 and its electronic version (on disk).

## **The order of the Director defines::**

Terms for launching and completing the submission of documents;

Learning process start and end date..

**In case of incomplete submission of the documents, it is necessary to provide a complete presentation of the documents before issuing a vocational student's status.**

You will be granted a vocational student status after the director of the institution issuing a decree on obtaining the status of a vocational student, after contracting with you and registering in vocational education institutions.

# Suspension of vocational student status

## Do you know the cause of the suspension of a student's status?

Personal application;

Enter the legal verdict of the conviction sentence by the court when the verdict should be executed in such a way that is incompatible with learning; c

Financial debt;

Deterioration of health, pregnancy and newborn care;

Instances of the institution's labor regulations and other grounds.



## Suspension of vocational student status



In case of termination of the status of the vocational student, the amount paid for study will not be returned, but while continuing the course will be considered in the tuition fee.

The status of a vocational student may be suspended for no more than 5 years. The vocational student will be deprived of the status of a student unless the status quo will not be renewed within the timeframe..

The status of a vocational student can be restored in the event of elimination of the grounds of status suspension within the same vocational education program.

In case of restoring the status of a vocational student, the vocational student will be considered to have passed the credits used before the suspension of the status and will continue to study on the vocational education program at the stage of which the student's status was suspended.

## Suspension of vocational student status

The basis for termination of the status of a vocational student:

Personal application;

Completion of the vocational program at the given level;;

Death;

The verdict passed in a lawful penalty for a serious or especially serious offense of a vocational student on a criminal offense, which envisages more than 5 years of imprisonment;

Stop student status for more than 5 years during study period;

Instances of the institution's labor regulations and other grounds



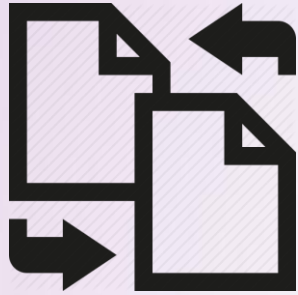
## Suspension of vocational student status

After termination of the status of a student, the issue of restoring the status of a student is not considered and the amount paid before the termination of the status is not returned.

Legal results envisaged by the Decree on termination of the status of a vocational student shall be issued after 12 months from the date of issuing the order. In this period of time, the status of a vocational student is considered suspended and the vocational student is entitled to use mobility and move to other vocational educational institutions.



## Mobility of vocational student



Vocational student can benefit from one of the professional educational programs of mobility through the second vocational education program (internal mobility) or other facility (external mobility);

Vocational student of another institution can move to a vocational education program of the Institution

The basis of mobility procedure is a student's application (the application must be attached by a copy of the document, according to which the person is enrolled in a vocational education institution and copies of other documents contained in the student's personal case), based on which the issue of the modification of the module's learning results and the confirmation of the individual results of the module is determined.

## Evaluation of achievements



The assessment of the achievement of a vocational student is developing and determining.

Developing assessment may be made based on the vocational teacher's decision, using the scores as well as the principles of passing.

The determining assessment provides the use of the system based on the principles of passing (based on the competences) and gives the following two types of assessment: a) Learning outcome has been confirmed;~

b) Learning outcome has not been confirmed.

In case of receiving a negative assessment, a vocational student has the right to require the confirmation of the learning results before the completion of the vocational education program or before the next module, the predecessor of which was the module that was not confirmed. The vocational student has the opportunity to realize the above right within a study result only twice.

## Evaluation of achievements

The vocational student has the right to appeal against the decision on the basis of a personal application submitted to the Director within 3 working days on the basis of a personal application submitted to the Director

If the student fails to confirm the results of the study within one study result, the vocational student has the right to reenter the module repeatedly , for which he/she is obliged to pay the fee for above-mentioned module, which is determined by the number of credits granted to the vocational student, and one credit fee is the full cost of the vocational education program, divided in total number of vocational educational programs credits.



Introduction of the evaluation results for a vocational student is carried out through an electronic management system of the institution

## Evaluation of achievements

A professional student who cannot fully apply all the modules of vocational education program and stops studying, is entitled to request certificates on the passed modules / learning outcomes.



Involvement in the teaching and learning process of persons with disabilities provides an adaptive learning environment, which implies:

- a) The possibility of free access to the institution's premises;
- b) Allocation of security and safety workers in case of necessity in the entire territory of the institution to ensure uninterrupted movement.



## Tuition fee

The full cost of studying on vocational education programs in the institution is determined based on the order of the Director



In respect of the tuition fees, the institution operates on the following privileges:

- a) Veterans of war and armed forces and their children;
- b) Internally displaced persons;
- c) Citizens affected by military actions for Georgia's territorial integrity, freedom and independence;
- d) Persons with disabilities I and II;
- e) Orphans who need guardianship;
- F) persons carrying socially vulnerable status;
- g) In case of study of more than one person from the family;
- h) The person who is from a large family.

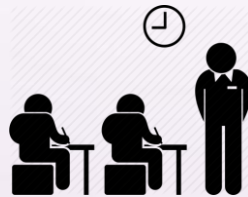
## **Vocational student is obliged to:**

- a) To comply with the provisions of the Code of Ethics of the institution and other legal regulations applicable to the institution;
- b) Carefully treat and take care of the property of the institution;
- c) Respect the rights and freedoms of other vocational students and institution personnel;
- d) Do not enter the territory of the institution with alcoholic beverages, tobacco and other substances prohibited by the Georgian legislation;
- e) Not to move in the territory of the institution under alcoholic and / or narcotic influence



## Vocational student is entitled to:

A professional student is entitled: a) to be protected against ill-treatment, discrimination and / or abuse; b) The vocational student has the right to express his/her opinion and request to respect his/her rights and freedoms; c) Vocational student has the right to appeal against any unlawful action of professional teacher, administrative personnel or vocational student of the institution in writing manner; The above-mentioned complaint will be submitted to the director of the institution; d) To appeal against the negative assessment received by him/her on the basis of a personal application submitted to the Director; e) To appeal any unlawful action taken by the institution in compliance with the Georgian legislation.



**Your  
Future  
Starts  
Here!**

