

Instruction on the Formation of the Student Contingent and Mobility at the Georgian Technical University

Article 1. Granting of GTU Student Status

1. The holder of a state certificate of complete general education, or a person equivalent thereto, who has passed the Unified National Examinations and obtained the right of admission to GTU in accordance with the procedure established by the legislation of Georgia is entitled to study at the first cycle of higher academic education of the Georgian Technical University (hereinafter GTU) – on a bachelor's/one-cycle certified physician educational programme. (No. 01-05-04/87, 14.07.2022)

2. Admission to GTU's bachelor's/one-cycle certified physician educational programmes is formalised by a unified act of the Rector, which is issued on the basis of the relevant order of the Minister of Education and Science of Georgia, the documentation submitted upon registration of the person to be admitted, and completion of administrative registration (conclusion of a financial agreement and payment of the tuition fee) and academic registration (conclusion of an educational agreement), in accordance with the procedure established by Order No. 19/6 of the Minister of Education and Science of Georgia of 18 February 2011 on the Approval of the Regulation on Holding the Unified National Examinations and the Rules for Distributing State Study Grants. (No. 01-05-04/87, 14.07.2022)

3. Admission of Azerbaijani-, Armenian-, Abkhazian- and Ossetian-speaking entrants, within the number of students determined for GTU as a result of authorisation, is carried out on the basis of the Law of Georgia on Higher Education. (No. 01-05-04/92, 20.07.2021)

4. A person holding at least a bachelor's degree or an academic degree equivalent thereto is entitled to pursue master's studies. Admission to master's studies is carried out in accordance with Order No. 227 of the Minister of Education and Science of Georgia of 22 April 2009 on the Approval of the Regulation on Holding the Common Master's Examinations and the Rules for Distributing State Master's Study Grants, and Resolution No. 01-05-04/133 of the GTU Academic Council of 14 August 2020 on Master's Studies. (No. 01-05-04/92, 20.07.2021)

5. Only a master's candidate who has successfully passed the minimum competence threshold established by the legislation of Georgia is entitled to participate in the examination(s) set by GTU.

6. Admission to master's studies is formalised by a unified act of the Rector, which is issued on the basis of the ranking document drawn up according to the results of the Common Master's Examinations and the University speciality examinations for admission to master's studies, and after the master's candidate has completed administrative and academic registration. The said act is sent to the LEPL National Assessment and Examinations Centre and the LEPL National Centre for Educational Quality Enhancement within the deadline set by the order referred to in this paragraph. A master's candidate who does not conclude the agreements is not admitted to GTU, and his/her place is taken by the next candidate according to the number of points accumulated in the ranking document.

7. A person holding at least a master's degree or an academic degree equivalent thereto is entitled to pursue doctoral studies.

8. Admission to doctoral studies is carried out in accordance with the Regulation on Doctoral Studies. A person admitted to doctoral studies is obliged to complete administrative and academic registration within 1 week of the issuance of the Rector's legal act on admission.

9. For the purpose of supporting entrants and student mobility, studying at GTU without passing the Unified National Examinations is permitted, in the manner established by the legislation of Georgia, for:

- a) foreign citizens and stateless persons who have received complete general or equivalent education in a foreign country;
- b) citizens of Georgia who have received complete general or equivalent education in a foreign country and studied the last 2 years of complete general education in a foreign country;
- c) foreign citizens (except for students participating in a joint higher education programme and students participating in an exchange educational programme) who study/studied and have obtained credits/a qualification in a foreign country at a higher education institution recognised in accordance with the legislation of that country;
- d) citizens of Georgia (except for students participating in a joint higher education programme and students participating in an exchange educational programme) who, for a period defined by the legislation of Georgia, live/lived, study/studied and have obtained credits/a qualification in a foreign country at a higher education institution recognised in accordance with the legislation of that country.

10. For the purpose of supporting master's candidates and student mobility, studying at GTU without passing the Common Master's Examinations is permitted, in the manner established by the legislation of Georgia, for:

- a) master's candidates who have received a document certifying the relevant academic degree of higher education in a foreign country;
- b) foreign citizens (except for students participating in a joint higher education programme) who study/studied and have obtained credits/a qualification at master's level at a higher education institution in a foreign country recognised in accordance with the legislation of that country;
- c) citizens of Georgia (except for students participating in a joint higher education programme and students participating in an exchange educational programme) who, for a period defined by the legislation of Georgia, live/lived, study/studied and have obtained credits/a qualification at master's level at a higher education institution in a foreign country recognised in accordance with the legislation of that country;
- d) master's candidates who were admitted to a higher education institution in accordance with paragraph 9 of this Article.
- e) foreign citizens who obtained the right to continue studies at a higher education institution of Georgia before the entry into force of the Law of Georgia on Higher Education and hold a State-recognised document certifying higher education issued in Georgia.

10¹. Studying at GTU without passing the Common Master's Examination is permitted for a person who has passed the relevant threshold in an examination included in the list of international examinations approved by the Ministry. (No. 01-05-04/92,

20.07.2021)

11. The right to complete the Georgian language preparation educational programme without passing the Unified National Examinations is permitted for the persons defined in paragraph 9 of this Article in order to continue studies on a bachelor's/one-cycle certified physician educational programme. The said programme comprises 60 credits, may be completed only during the first academic year, and upon its completion GTU issues a certificate confirming completion of the programme. After completing the Georgian language preparation educational programme, students continue their studies, according to their choice, on a Georgian-language bachelor's/one-cycle certified physician educational programme of GTU. The said persons obtain the right to continue studies at GTU upon successfully passing the general aptitude examination organised by the LEPL National Assessment and Examinations Centre (hereinafter the Examinations Centre). (No. 01-05-04/87, 14.07.2022)

12. The persons referred to in paragraphs 9-11 of this Article must, for the purpose of continuing studies at GTU, apply to the Rector of GTU in order to obtain written consent. In addition to the person's details (name, surname, personal number/passport number, citizenship), the application must indicate the faculty, cycle of study, name of the programme/speciality and language of instruction.

13. The application of the entrant/master's candidate/student must be accompanied by the documents listed in Annex 1.

14. Documents drawn up in a foreign language must be translated into Georgian and certified by a notary. Submission of copies of the notarised translation is permitted.

15. The relevant commission examines the submitted application and attached documents and interviews the entrant/master's candidate. GTU ensures that the video recording of the said interview is available to the Ministry of Education, Science, Culture and Sport of Georgia (hereinafter the Ministry). By decision of the commission, the person may be tested in order to establish his/her ability to participate in the educational process.

16. In the event of a positive result of the interview/testing, on the recommendation of the commission, the Rector's written consent is issued regarding the possibility of admitting the entrant/master's candidate/student to a vacant place within the total number of students (indicating the name, surname, personal number/passport number, faculty, cycle of study, name of the programme and language of instruction). The letter of consent also indicates the semester from which the student may presumably be admitted to the educational process.

17. A person who receives the written consent provided for in paragraph 16 of this Article is entitled, in accordance with Order No. 224/6 of the Minister of Education and Science of Georgia of 29 December 2011 on the Approval of the Rules for the Submission and Review of Documents by Entrants/Master's Candidates/Students Entitled to Study at a Higher Education Institution without Passing the Unified National Examinations/Common Master's Examinations, to apply within the relevant deadlines to the legal entity under public law – the National Centre for Educational Quality Enhancement. Master's candidates who were admitted to a HEI without passing the Unified National Examinations are also entitled to apply to the Ministry. In the event of a positive decision by the Ministry, the corresponding order is sent to GTU. GTU is obliged to admit the entrant/master's candidate/student entitled to study without passing the Unified National Examinations/Common Master's Examinations within one year, in such a way as to ensure the person's admission to the educational

process and the achievement of learning outcomes in the manner prescribed by law. For this purpose, the admission order indicates the date of the student's admission to the educational process. Specifically, if the Ministry's order reached GTU no later than 6 weeks after the start of the academic year/semester, the person is admitted to the educational process from the current semester, whereas if the said order of the Ministry reached GTU more than 6 weeks after the start of the semester, the person is admitted to the educational process from the following semester.

18. GTU is entitled to set a different tuition fee for students admitted without passing the Unified National Examinations/Common Master's Examinations. The same conditions apply to students transferred to GTU through mobility who acquired the status of a student of a higher education institution of Georgia without passing the Unified National Examinations/Common Master's Examinations.

Article 2. Rules for Planning the Student Contingent at the Georgian Technical University (No. 01-05-04/231, 21.08.2019)

1. Planning the student contingent is a difficult and complex task requiring analytical consideration and optimal resolution of many, often interdependent, factors.

2. The methodology for planning the University's student contingent and the mechanism for its implementation take into account the University's mission, strategic development plan, resources, labour market requirements, the actual values of the indicators selected by the University (see Annex 3) and their target levels, etc., which ensures the possibility of every student receiving a quality education.

3. The University's student contingent is the total number of students with active status on all educational programmes. Accordingly, contingent planning is closely linked to the planning and development of educational programmes.

4. The planning of the contingent of an educational programme is carried out by the faculty, with the involvement of the manager, the head of the programme and the academic departments; it is based on the University's mission and strategic development plan, the results of labour market research (vacancies published in the mass media, the results of employer surveys and their written confirmation of current and forecast demand for specialists) and the analysis of information provided by professional associations, as well as state, international and non-governmental organisations. The training of specialists of the same qualification by other educational institutions must also be taken into account.

5. The resulting figure is subject to refinement at the University/faculty/academic department(s), taking into account the specifics of the programme, the availability of the appropriate academic/scientific and invited personnel required to carry out the activities necessary to achieve the learning outcomes defined by each of its components, material resources (the condition of buildings and structures, lecture rooms, laboratories, offices and other premises necessary for the implementation of the programme and their equipment with appropriate inventory, supply of electricity and materials, the size of the total and teaching area, etc.), library, information and financial resources and student services, the possibility of placing students at practice sites, the availability of spaces required for sports, creative and other extracurricular activities, and also, for existing programmes, the statistical indicators of graduate employment (including employment in the qualification obtained).

6. In the case of a foreign-language programme, the availability of the relevant resources must be taken into account (academic, invited, administrative and support personnel capable of conducting the educational process in the language of the

programme, as well as foreign-language literature, website, information media, normative documentation, etc.), which ensures the achievement of learning outcomes.

7. When planning the contingent of a programme, it is essential to take into account the results of quality assessments, including the recommendations of assessors and the views of students, academic and invited personnel, employers, graduates, representatives of the administration and other stakeholders.

8. If, during planning, the calculated size of the contingent exceeds the maximum number of student places determined for the University by the Authorisation Council of Higher Education Institutions (hereinafter the Authorisation Council), the University may, in the manner prescribed by law, apply to the LEPL National Centre for Educational Quality Enhancement for an increase in the maximum number of student places.

9. Planning the replenishment/renewal of the student contingent includes determining, for the coming academic year/semester, the number of admission places for enrolment in the manner prescribed by law, with or without the Unified National/Common Master's Examinations, through mobility or otherwise, according to the cycle of study (bachelor's, one-cycle certified physician educational programme, master's, doctoral, Georgian language preparation educational programme), for which purpose the Department of Educational Process Management applies to the faculties in advance for the submission of the relevant information. (No. 01-05-04/87, 14.07.2022)

10. When determining the number of students to be admitted, the faculties, in addition to the factors named in paragraph 4, take into account the number of students with active status, including the number of graduating students, and other factors; in particular, the statistical information of the last three years is analysed:

- the number of competitive places announced;
- the number of registered entrants (predominantly by first choice);
- the number of admitted students;
- the number of students with suspended status;
- the number of students with terminated status;
- the number of students with restored status;
- the number of students admitted without passing the Unified National Examinations/Common Master's Examinations;
- the number of students who transferred out through mobility (including internal mobility);
- the number of students who transferred in through mobility (including internal mobility);
- labour market requirements;
- the number of employed graduates (including those employed in the qualification obtained);
- the number of students admitted without passing the Unified National Examinations/Common Master's Examinations.

11. It should be taken into account that a student participating in an exchange educational programme who has left Georgia within the framework of an exchange educational programme retains active status at GTU, whereas a student participating

in an exchange educational programme who has arrived from a foreign country within the framework of an exchange educational programme is not counted within the total number of students determined for the Georgian Technical University.

12. When determining the admission contingent for a joint higher education programme, it should be taken into account that a student admitted to a joint higher education programme of several higher education institutions of Georgia is counted within the total number of students determined for each higher education institution.

13. The Georgian Technical University, which admits students to the Georgian language preparation educational programme solely on the basis of the results of the Azerbaijani-, Armenian-, Abkhazian- and Ossetian-language general aptitude tests of the Unified National Examinations, is obliged, within the maximum number of students determined for GTU by the Authorisation Council, to announce for admission of students to the said programme the number of places established in accordance with the Law of Georgia on Higher Education.

14. The data of the questionnaire compiled for each programme are considered at a meeting of the relevant academic department(s), approved at a meeting of the Faculty/School Council and submitted to the Teaching Department together with the Council's resolution and a memorandum.

15. The Department of Educational Process Management ensures the consolidation, review and analysis of the requests submitted by the faculties for admission at all cycles of study (bachelor's, one-cycle certified physician educational programme, master's, doctoral, Georgian language preparation educational programme) and their submission to the Academic Council for approval. (No. 01-05-04/87, 14.07.2022)

16. The Academic Council takes into account the University's mission, the priorities of its activities at the given stage, the maximum number of student places determined by the Authorisation Council, and other factors.

17. The Department of Educational Process Management ensures the preparation, within the established deadlines, of the relevant documentation for submission to the LEPL National Centre for Educational Quality Enhancement and the LEPL National Assessment and Examinations Centre. (No. 01-05-04/87, 14.07.2022)

Article 3. Formation of the Student Contingent and Academic Groups

1. Within ten days of the issuance of the Rector's unified act on the admission of students to GTU, the dean of the faculty submits to the Department of Educational Process Management a draft order on the distribution of students admitted to the first year of study among academic groups. (No. 01-05-04/87, 14.07.2022)

2. An academic group may be a core group or an elective group.

- A core group is created in accordance with the "Instruction on the Calculation and Distribution of Academic Workloads at GTU", by educational programme. A core group is created from the first year of study if admission of students to the faculty is carried out by educational programme; otherwise, in the manner determined by the faculty.
- An elective group is created for the purpose of studying an elective subject/module/minor speciality.
- For the purpose of repeating a course, a new temporary group is created if none of the existing core or elective groups at the faculty allows the addition of students.

3. The choice provided for by GTU's higher education programmes is voluntary; to ensure the transparency of choice, the lists of distribution of students among the relevant groups are posted in a prominent place. The dean's office, the faculty Quality Assurance Service and the academic departments assign staff who provide students with the necessary information, offer consultations and help them define their profile, in order to plan the educational process and improve achievement. The conditions for making choices on a bachelor's/one-cycle certified physician educational programme are set out in the document "Rules for the Selection of Educational Programme Components by a Student of a Bachelor's/One-Cycle Certified Physician Educational Programme at GTU". (No. 01-05-04/87, 14.07.2022)

4. The number of a group created for elective subjects is determined by the number of the core group and one letter of the Georgian alphabet. A student may simultaneously be in several groups, one of which is the core group and the others (including that of the minor speciality) elective.

5. When forming the student contingent, the dean's office creates a personal file for each student.

6. The personal file must contain:

- the student's personal card;
- the student's academic record card;
- a copy of the document certifying education;
- the certificate of admission to the relevant faculty/programme issued by the National Assessment and Examinations Centre (original) – bachelor's/one-cycle certified physician educational programme; (No. 01-05-04/87, 14.07.2022)
- a printout of the Common Master's Examinations results from the website of the National Examinations Centre, the certificate issued by the National Examinations Centre (original).
- data on education and employment, the recommendation of the scientific supervisor/co-supervisors of the doctoral topic, the list of scientific publications, documents confirming completion of the educational and research components (registers, minutes) – doctoral studies;
- the financial agreement (including supplementary agreements, where they exist);
- educational agreements (including supplementary agreements, where they exist);
- a copy of the identity card;
- a copy of the birth certificate;
- four colour photographs 3×4 and their electronic version (on CD);
- a copy of the military document (for males);
- an extract/certified copy of the admission order;
- an extract/certified copy of the order transferring the student from one year of study to the next;
- certified extracts/copies of orders relating to the student's academic movement.

7. The student's personal file must also contain duly certified medical certificates and other documents submitted by the student during the period of study, copies of

references issued to the student, information reflecting his/her activity, incentives and disciplinary measures applied to him/her, etc.

8. The graduate's personal file must also contain certified extracts/copies of documents relating to the award of the qualification.

9. The student's personal card must contain the following details:

- the student's name and surname (in Georgian and English);
- personal number;
- date of birth;
- residential address, telephone number, e-mail address;
- data of the document(s) certifying education.

Article 4. Student Mobility and Internal Mobility (No. 01-05-04/231, 21.08.2019; No. 01-05-04/92, 20.07.2021)

4.1. Scope of Regulation

The legal framework for student mobility and internal mobility is provided by the "Rules for Transfer from a Higher Education Institution (hereinafter the institution) to Another Institution", approved by Order No. 10/6 of the Minister of Education and Science of Georgia of 4 February 2010, which regulate the procedure for the transfer of a student from one institution to another (hereinafter mobility) and, within an institution, from one educational programme to another (hereinafter internal mobility).

4.2. Administration of the Process of Student Mobility and Internal Mobility

1. The administration of the student mobility process is carried out by the legal entity under public law – the Education Management Information System (hereinafter the Management System).

2. For the administration of the student mobility process, an electronic mobility portal (hereinafter the electronic portal) is created, the rules for the operation of which are established by an individual administrative-legal act of the head of the Management System and on which the places registered by the institutions for mobility are reflected by educational programme(s) (hereinafter the educational programme).

3. For the administration of the student mobility process, an individual administrative-legal act of the head of the Management System establishes:

- a) the deadline for the electronic submission to the Management System by the institutions of the number of student places to be filled through mobility;
- b) the deadline for the registration of persons seeking mobility on the electronic portal;
- c) the deadline for the electronic entry into the Higher Education Management Information System of the institutions' draft legal acts on the persons to be admitted through mobility.

4.3. Person Entitled to Mobility

1. The right to mobility belongs to a person whose admission to an institution was carried out in the manner prescribed by law and who, at the moment of registration on

the electronic portal as a person seeking mobility, is a student of the institution.

2. The right to mobility also belongs to a person referred to in paragraph 1 of this Article whose student status at the institution is suspended at the moment of registration on the electronic portal, as well as to a person who has successfully passed the Unified National Examinations and who is unable to apply for admission to the institution indicated in the ranking document approved by the LEPL National Assessment and Examinations Centre because the institution has been liquidated without designation of a legal successor, the institution has lost its authorisation, the institution's right to admit students has been restricted, or the educational programme is no longer implemented.

3. Suspension of student status is understood as the release of the institution and the student from the performance of their rights and obligations without termination of student status.

4. The grounds for suspension of student status at the Georgian Technical University are:

- a) failure to complete administrative (financial) or academic (educational) registration;
- b) pregnancy, childbirth, childcare or deterioration of health;
- c) study at a higher education institution in a foreign country, except for study within the framework of an exchange educational programme;
- d) a personal application (without indication of the reason);
- e) being brought to criminal liability, which precludes the possibility of the student's participation in the educational process;
- f) conscription into compulsory military or military reserve service;
- g) other cases provided for by law.

5. On the grounds provided for in sub-paragraphs "b"-"d" of paragraph 4 of this Article, the student must apply to the Rector of the University with a request for suspension of status no later than six weeks from the start of the educational process. After the expiry of the said period, he/she loses the right to use the tuition fee paid in subsequent semesters.

6. In the event of non-payment of the tuition fee, suspension of student status does not release the student from the obligation to pay the tuition fee.

7. The maximum period of suspension of student status is 5 years.

8. Upon restoration of status, a person whose student status was suspended, as a rule, continues studies from the semester from which his/her student status was suspended.

9. The grounds for termination of student status are:

- a) suspension of student status for more than 5 years during the period of study at the University;
- b) completion of the educational programme at the given cycle;
- c) a personal application;
- d) failure to fulfil the requirements of the relevant educational programme within the deadlines established by the rules regulating the University's educational process;

e) a decision taken as a result of disciplinary proceedings against the student on the basis of the norms of the University's Internal Regulations and Code of Ethics;

f) death;

g) other cases provided for by law.

10. A person whose student status is suspended may have it restored in the manner defined by the legislation of Georgia.

11. A person whose student status has been terminated may re-acquire it in the manner defined by the legislation of Georgia.

12. An order of the Rector is issued on the suspension, restoration or termination of student status.

13. The legal consequences provided for by the legal act on termination of student status arise twelve months after the issuance of the order. During this period, student status is deemed suspended and the student is entitled to exercise the right to mobility, except where the ground for termination of student status is incompatible with the statute of the receiving institution.

14. A person whose student status is suspended is not counted within the total number of students of the University. For the purpose of recording the number of students, the University is obliged to ensure that information on the suspension of student status is reflected in the Higher Education Management Information System.

15. If a person's student status was suspended at the Georgian Technical University, restoration of student status at GTU is permitted in excess of the total number of students. In this case, the number of persons admitted above the total number of students is deducted from the number of student admission places established by GTU for the following academic year.

16. A student whose institution has been liquidated without designation of a legal successor is, for the purposes of the rules referred to in paragraph 1 of this Article, deemed a person whose student status is suspended, and the conditions established by the said rules apply to him/her.

17. In the event of a change or cancellation of an educational programme, GTU assists the student of the said programme in selecting another programme within the University, and, if he/she expresses the wish to transfer to another educational institution, in selecting the institution and programme.

4.4. Restriction of the Right to Mobility

1. Mobility may be carried out within one cycle of higher education. For the purposes of this paragraph, the educational programmes of certified physician/dentist, the integrated bachelor's-master's programme of teacher training and the integrated master's programme of veterinary medicine are regarded as educational programmes of the first cycle of academic higher education. Mobility from a vocational education programme to a bachelor's educational programme is not permitted.

2. A student acquires the right to mobility after one year of study at the relevant cycle of higher education. The period of study does not include the time during which the person's student status was suspended. If the institution has been liquidated without designation of a legal successor, the institution has lost its authorisation, or the educational programme is no longer implemented, the student acquires the right to mobility regardless of the duration of the period of study.

3. A person admitted in the manner established by Order No. 88/6 of the Minister of Education and Science of Georgia of 31 July 2015 on the Approval of the Rules for the Conditional Admission to and Funding at a Higher Education Institution of Georgia of a Member of the National Team of Georgia Participating in an International Academic Olympiad acquires the right to mobility after obtaining the right to continue studies at a higher education institution on the basis of passing the Unified National Examinations in the year following the acquisition of conditional student status, and after admission to a higher education institution.

4. A student acquires the right to mobility and internal mobility only to an educational programme which corresponds to the following examinations passed by him/her:

a) within the framework of the Unified National Examinations, the subject(s) established by paragraph 2 and/or paragraph 8 of Article 6 of the Regulation on Holding the Unified National Examinations approved by Order No. 19/6 of the Minister of Education and Science of Georgia of 18 February 2011 (hereinafter the Regulation), for students who passed the Unified National Examinations in 2020 and thereafter;

b) the type of Common Master's Examination test.

5. Sub-paragraph 4 of this paragraph does not apply to students who passed the Unified National Examinations before 2020, nor to students who have not taken a Common Master's Examination test type.

4.5. Registration of Places Announced for Mobility

1. Student mobility may be carried out twice during a calendar year, within the deadline established by an individual administrative-legal act of the head of the Management System.

2. In the event of refusal or revocation of authorisation of an institution, as well as expiry of the term of authorisation, restriction of the institution's right to admit students, or the loss by the institution of the right to implement a programme due to refusal of accreditation of the educational programme, revocation of accreditation or expiry of the term of accreditation, extraordinary (additional) mobility of the students of these institutions may be carried out within a deadline different from that provided for in paragraph 1 of this Article, established by an individual administrative-legal act of the head of the Management System, under a simplified procedure. The decision on the expediency of announcing extraordinary mobility is taken on the basis of the information provided by the LEPL National Centre for Educational Quality Enhancement (hereinafter the Centre), by written agreement between the Centre and the Management System.

3. Under the procedure established by paragraph 2, the recording by the Authorisation Council of Higher Education Institutions of its position on the refusal or revocation of authorisation of an institution may also serve as grounds for a decision to announce extraordinary mobility.

4. Within the deadline provided for by an individual administrative-legal act of the head of the Management System, GTU submits the following information electronically:

a) the name and identification code of the institution;

b) address, telephone, e-mail and contact person;

c) the cycle of academic higher education, the name of the principal educational unit and of the educational programme, the qualification to be awarded, as well

as the subject(s) established by paragraph 2 and/or paragraph 8 of Article 6 of the Regulation, for students who passed the Unified National Examinations in 2020 and thereafter;

d) the status of the programme (authorised/accredited) and the term of the relevant status;

e) the language of instruction of the programme;

f) the place of implementation of the programme;

g) the tuition fee of the programme;

h) the number of credits;

i) the number of student places to be filled through mobility;

j) additional prerequisites for admission to the educational programme;

k) remarks (additional/other information provided by the institution).

5. The source of the data provided for in sub-paragraphs "a" and "c"- "f" is the data reflected in the Higher Education Management Information System, which are filled in automatically, whereas the information provided for in sub-paragraphs "b" and "g"- "k" is entered by GTU.

6. After verifying the information provided for in sub-paragraph 4, the Management System, if necessary, identifies a deficiency and sets GTU a deadline for its elimination, or confirms the accuracy of the information and posts the confirmed data on the electronic portal. Failure by GTU to rectify the deficiency within the deadline set by the Management System constitutes grounds for refusal to register places for mobility.

7. For the purposes of sub-sub-paragraph "a" of sub-paragraph 3 of paragraph 4 of this Article, the subject(s) to be passed for the programmes submitted by GTU within the framework of mobility in accordance with sub-sub-paragraph "c" of sub-paragraph 4 of this paragraph correspond to the list of subjects defined according to the fields of study set out in paragraph 2 of Article 6 and Annex No. 3 of the Regulation and/or according to paragraph 8 of Article 6.

8. When announcing mobility, for programmes in which more than one subject is defined as an admission prerequisite under sub-paragraph 7 of this paragraph, GTU is not entitled to announce the number of places separately by subject.

Article 4.6. Specifics of the Mobility of Students Admitted through the Unified National Examinations in 2020 and Thereafter

1. A student participating in mobility who passed the Unified National Examinations in 2020 and thereafter is obliged to meet all the prerequisites defined by GTU and must have passed the subject(s) defined by sub-paragraph 7 of paragraph 5 of this Article.

2. If the prerequisite for admission to the programme is:

a) a subject different from the one passed by the person seeking mobility, he/she is entitled, before the mobility is carried out, to participate in the Unified National Examinations and pass the relevant subject(s);

b) more than one subject corresponding to the list of subjects defined by the fields of study provided for in Annex No. 3 of the Regulation, the prerequisite provided for in sub-sub-paragraph "a" of sub-paragraph 3 of paragraph 4 of Article 4 of this Instruction is deemed satisfied for a person seeking mobility who passed the Unified National Examinations in 2020 and thereafter even if

he/she successfully passed only one of them.

Article 4.7. Conduct of Extraordinary Mobility under the Simplified Procedure

1. In the event of refusal or revocation of authorisation of an institution, as well as restriction of the institution's right to admit students, or the loss by the institution of the right to implement a programme due to refusal or revocation of accreditation of the educational programme, extraordinary mobility is conducted under the simplified procedure in accordance with the order referred to in paragraph 1 of this Article and an individual administrative-legal act of the head of the Management System.

Article 4.8. Procedure for Registration of Persons Seeking Mobility

1. A student acquires the status of a person seeking mobility by registering on the electronic portal. The registration data enter into force only after payment of the relevant fee.

2. The following are exempt from payment of the fee referred to in paragraph 1:

- a) a student who participates in extraordinary mobility;
- b) a student whose family, during the registration period on the electronic portal of persons to be admitted through mobility, is registered in the Unified Database of Socially Vulnerable Families and whose rating score does not exceed 70,000;

3. A student is entitled to choose no more than five educational programmes. When registering for several educational programmes, he/she is obliged to determine the priority of the chosen educational programmes.

4.9. Right of Admission to GTU through Mobility

1. If the number of applications from persons seeking mobility to an educational programme of GTU exceeds the number of registered places, the right of admission to GTU is obtained by the number of students corresponding to the places registered by GTU whose Unified National Examinations results exceed the corresponding results of the other persons seeking mobility. The right to mobility to master's and doctoral educational programmes is obtained subject to the admission prerequisites established by GTU.

2. If, under paragraph 1 of this Article, two or more students qualify for the last competitive place, GTU admits them to the relevant educational programme. In this case, the number of added places is deducted from the number of student admission places for GTU for the following academic year.

3. A person seeking mobility obtains the right of admission to the relevant educational programme of GTU according to the priorities registered by him/her on the electronic portal, in the manner established by sub-paragraphs 1 and 2 of this paragraph.

4. A person who has expressed the wish to be admitted to an educational programme of GTU is obliged to check the result of mobility on the electronic portal and, in the event of a positive answer, is entitled to apply to GTU for admission. The application must be accompanied by copies of the educational document on the basis of which the person was admitted to the institution and of other documentation contained in the student's personal file. Obstruction of the receipt of the copies provided for in this paragraph is not permitted.

5. A person seeking mobility who does not apply to GTU for admission within the deadline set by GTU loses the right of admission to the educational programme, except in the cases provided for by law.

4.10. Compatibility of Educational Programmes

1. GTU establishes the compatibility of the learning outcomes achieved by the person seeking mobility under another educational programme with the educational programmes offered by it and takes a decision on the recognition of the corresponding credits.

2. Credits obtained within the framework of a GTU programme to which admission and instruction were carried out in the manner prescribed by law are subject to recognition.

3. As a result of a substantive review, the correspondence of the courses completed by the student with those provided for by GTU's educational programme may be established regardless of differences in their titles.

4. Recognition of a course not provided for by GTU's educational programme is permitted.

5. GTU is entitled, in the manner prescribed by law, to calculate the student's workload in credits in the case of an educational programme that has not been executed in accordance with the European Credit Transfer System. GTU is also entitled to establish the correspondence of the grades obtained by the student with another grading system (see Annex 2).

6. If the grading system of the educational programme completed by the student differs from the systems given in Annex 2, GTU is entitled to require the student transferring through mobility to submit additional information from the sending institution.

7. GTU is entitled to define prerequisites for admission to bachelor's/one-cycle certified physician, master's and doctoral educational programmes, which means establishing the compatibility of the knowledge and skills of the person seeking mobility with the educational programme. The absence of such compatibility is grounds for refusal to admit the person through mobility. (No. 01-05-04/87, 14.07.2022)

8. Recognition is formalised in the form of a conclusion on the basis of the decision of a commission established at the receiving faculty of GTU. The commission is composed of the dean of the faculty, the head of the Quality Assurance Service and the head(s) of the relevant academic department(s); the commission's decision is verified by the head of the Department of Educational Process Management and approved by the Vice-Rector of GTU. The conclusion indicates the compatibility of the educational programme completed by the student with the GTU programme, the number of recognised credits, and the year/semester of study from which the student is to continue studies. The said year/semester is determined taking into account the number of recognised credits and the prerequisites of the subjects to be completed. The conclusion also determines the recommended semesters for completing unrecognised subjects of previous semesters. The student is entitled to review the draft conclusion and participate in its adjustment. This part of the conclusion constitutes the basis for concluding the educational and financial agreements with the student. The student's tuition fee is determined according to the number of credits corresponding to the subjects actually to be completed. If necessary, the student may be transferred to an individual curriculum. (No. 01-05-04/87, 14.07.2022)

9. On the basis of the conditions provided for by this Instruction and the consent of the student seeking mobility, GTU drafts a legal act on the admission of students through mobility.

4.11. Issuance of Acts Relating to Student Mobility

1. GTU enters in the Higher Education Management Information System the draft legal act on the admission of the student and the related information in the form established by an individual administrative-legal act of the head of the Management System, after which the Management System verifies the compliance of the student's data reflected in GTU's draft order with the requirements of this Instruction and the data of the Higher Education Management Information System and the electronic portal, and issues an electronic conclusion on the possibility of admitting the students indicated in the draft through mobility. The Management System is also entitled to request additional information.

2. After receipt of a positive conclusion of the Management System on the draft order, GTU's order on the admission of the student through mobility is issued.

3. The order of the Rector of GTU on the admission of the student through mobility is issued before 1 October in the autumn semester or before 1 March in the spring semester. The order is reflected in the Higher Education Management Information System within 2 working days of its issuance.

4. On the basis of the data of the Higher Education Management Information System, the institution from which the student is transferring issues an order on termination of the student status of the person admitted to another institution, and within 1 week of the student's application an extract from the order is issued, as well as the educational document on the basis of which he/she was admitted to that institution and other documentation contained in the student's personal file. The order on termination of student status and the electronic version of the related information, in the form established by an individual administrative-legal act of the head of the Management System, are submitted to the Management System before 7 October in the autumn semester or before 7 March in the spring semester.

5. A student admitted through mobility must complete academic and administrative registration; failure to submit the named documentation or to complete registration within the established deadline is grounds for declaring the order on admission to GTU void.

6. If, together with the personal file, the student submits a document containing information on his/her passing of courses in the last examination period, a new conclusion may be drawn up indicating the year of study and the additional courses to be completed.

4.12. Internal Mobility

1. A student of a bachelor's/one-cycle certified physician educational programme, master's or doctoral studies of the Georgian Technical University (including a student with suspended status) is entitled to change educational programme within GTU. (No. 01-05-04/87, 14.07.2022)

2. GTU is entitled to announce internal mobility twice a year, in accordance with the rules established by it.

3. GTU is entitled to announce extraordinary internal mobility, in accordance with the rules established by it, in the event of refusal or revocation of accreditation of its

educational programme, or in the event of the cancellation of an educational programme by GTU.

4. Internal mobility may be carried out within one cycle of higher education. Internal mobility from a vocational education programme to a bachelor's educational programme is not permitted.

5. A first-year student acquires the right to participate in internal mobility after one semester of study, except for a student transferring to the higher education programme implemented in cooperation between the Georgian Technical University and San Diego State University. The period of study does not include the time during which the person's student status was suspended.

6. Internal mobility is carried out within the deadline established by order of the Rector of GTU. By resolution of the Academic Council, internal mobility may be carried out on an individual basis.

7. The faculty establishes the compatibility of the learning outcomes achieved by the person seeking internal mobility under the educational programme completed by him/her with the educational programmes offered by it and takes a decision on the recognition of the corresponding credits by analogy with sub-paragraphs 1-7 of paragraph 10 and sub-paragraph 6 of paragraph 11 of this Article.

8. The transfer of a student through internal mobility is formalised by order of the Rector of GTU. After completion of the internal mobility process, GTU is obliged to provide the results of internal mobility to the Management System within two weeks.

Article 5. Repealed. (No. 01-05-04/231, 21.08.2019; No. 01-05-04/92, 20.07.2021)

Article 6. Exchange Educational Programme

1. Before concluding a student exchange agreement with a higher education institution of a foreign country, the Georgian Technical University is obliged to obtain written information from the National Centre for Educational Quality Enhancement on the recognition of the said higher education institution in accordance with the legislation of that country.

2. A student participating in an exchange educational programme of a higher education institution recognised in accordance with the legislation of a foreign country, who has acquired student status at a recognised higher education institution in a foreign country, continues studies at the Georgian Technical University at the relevant cycle of higher education on the basis of an act issued by the Rector of GTU.

3. A student of the Georgian Technical University participating in an exchange educational programme continues studies at the partner higher education institution of a foreign country in the manner established by the legislation of that country.

4. Suspension of student status for a student participating in an exchange educational programme who has left Georgia within the framework of an exchange educational programme is not permitted; acts of the Rector of GTU are issued in connection with his/her departure and return. During the period of departure from Georgia, the student retains his/her financial obligations to GTU.

5. A student participating in an exchange educational programme who has arrived from a foreign country within the framework of an exchange educational programme is not counted within the total number of students determined for the Georgian Technical University. Acts of the Rector of GTU are issued in connection with his/her

arrival and completion of studies.

6. If an agreement on the implementation of an exchange programme and/or mutual recognition of credits has been concluded between GTU and an institution of another country, GTU is entitled to obtain prior consent from the LEPL National Centre for Educational Quality Enhancement, which subsequently constitutes the basis for automatic recognition of the education received during the period of study abroad within the framework of that exchange programme. In such a case, the education received during the period of study abroad within the framework of that exchange programme is deemed recognised.

7. In order to obtain the prior consent defined in paragraph 6 of this Article, GTU must submit to the Centre the agreement concluded between GTU and the educational institution of the other country on the implementation of an exchange programme and/or mutual recognition of credits. The rules for recognition of education set out in the submitted agreement must comply with the legislation regulating the recognition of education received abroad.

8. For the purposes of recognising education received during the period of study abroad within the framework of an exchange programme, on the basis of the application of the interested person, GTU establishes the compatibility of the learning outcomes achieved by the person during the period of study abroad with its educational programmes and draws up a conclusion on the recognition of the corresponding credits. (No. 01-05-04/92, 20.07.2021)

9. Credits obtained within the framework of a programme of the receiving institution to which admission and instruction were carried out in the manner prescribed by law are subject to recognition. (No. 01-05-04/92, 20.07.2021)

10. As a result of a substantive review, the correspondence of the courses completed by the person during the period of study abroad with those provided for by GTU's educational programme may be established regardless of differences in their titles. (No. 01-05-04/92, 20.07.2021)

11. Recognition of a course not provided for by GTU's educational programme is permitted. (No. 01-05-04/92, 20.07.2021)

12. GTU is entitled, in the manner prescribed by law, to calculate the student's workload in credits in the case of an educational programme that has not been executed in accordance with the European Credit Transfer System. (No. 01-05-04/92, 20.07.2021)

13. The conclusion is formalised on the basis of the decision of a commission established at the receiving faculty of GTU. The commission is composed of the dean of the faculty, the head of the Quality Assurance Service, the head of the relevant academic department and the head of the educational programme; the commission's decision is verified by the head of the Department of Educational Process Management and approved by the Vice-Rector of GTU. The conclusion indicates the compatibility of the educational programme completed by the student with the GTU programme, as well as the number of recognised credits. The conclusion indicates the compatibility of the educational programme completed by the student with the GTU programme and the number of recognised credits. The student is entitled to review the draft conclusion and participate in its adjustment. (No. 01-05-04/92, 20.07.2021; No. 01-05-04/87, 14.07.2022)

Article 7. Joint Educational Programme

1. A joint higher education programme is an educational programme implemented between the Georgian Technical University and a higher education institution/institutions of Georgia and/or a higher education institution recognised in accordance with the legislation of a foreign country, as well as between the Georgian Technical University and an independent scientific research unit/a legal entity under public law – a scientific research institution attached to a university/a legal entity under public law – a scientific research institution, on the basis of an agreement on the implementation of a joint higher education programme, and upon completion of which a document/documents certifying higher education is/are issued in the manner established by the Statute of GTU and on the basis of the agreement on the implementation of the joint higher education programme.
2. For the implementation of a joint higher education programme, an agreement is concluded between GTU and the other institution(s) implementing it, which defines the content of the joint higher education programme and the forms of its implementation. The draft agreement provided for in this paragraph must be agreed with the National Centre for Educational Quality Enhancement.
3. Upon completion of a joint higher education programme, the award of a joint academic degree is carried out by GTU and the other higher education institution(s) implementing it, as defined by the relevant agreement.
4. A citizen of Georgia is admitted to a joint higher education programme in the manner established by the legislation of Georgia. Another person is admitted to a joint higher education programme in the manner established by the legislation of the relevant country, at one of the higher education institutions determined by prior agreement of the institutions implementing it.
5. A student admitted to a joint higher education programme of several higher education institutions of Georgia is counted within the total number of students determined for each higher education institution.

Article 8. Confirmation of the Authenticity of Educational Documents Issued in Georgia and Authority to Recognise Education Received Abroad (No. 01-05-04/92, 20.07.2021)

1. The confirmation of the authenticity of educational documents issued in Georgia and the recognition of education are carried out by the legal entity under public law – the National Centre for Educational Quality Enhancement (hereinafter the Centre) in accordance with the international treaties of Georgia, the legislative and subordinate normative acts of Georgia and these rules.
2. The Georgian Technical University participates in the processes of confirming the authenticity of educational documents issued in Georgia and recognising education received abroad, as well as recognising education received abroad by persons with international protection status, within the powers defined by the "Rules for Confirming the Authenticity of Educational Documents Issued in Georgia and Recognising Education Received Abroad" approved by Order No. 98/6 of the Minister of Education and Science of Georgia of 1 October 2010.
3. State recognition of higher education received by persons admitted to a licensed higher education institution (hereinafter recognition of higher education) means establishing the correspondence of the learning outcomes achieved by a person admitted to a licensed higher education institution, whose period of study is not fully/partially recognised by the State, with the learning outcomes provided for by the components of the relevant State-recognised educational programme.

4. A prerequisite for recognition of higher education is the person's admission to a higher education institution in the manner established by the legislation of Georgia.
5. After accepting the application of the interested person for processing, the Centre is entitled to request from the Georgian Technical University, for the purposes of whose educational programme the applicant wishes recognition of higher education, additional information relating to the recognition of the interested person's education. After accepting the application of the interested person for processing, the Centre sends GTU the documentation attached to the application.
6. The Centre, with the involvement of GTU, ensures that an examination is held in the components of the educational programme, the purpose of which is to establish whether the person possesses the competence provided for by the specific component of the relevant educational programme. On the basis of the conclusion received from GTU, the Centre takes the corresponding decision.
7. The rules for holding the examination for a person seeking recognition of education and the examination topics are approved, in agreement with GTU's Department of Educational Process Management, by an individual administrative-legal act of the dean of the relevant faculty. (No. 01-05-04/87, 14.07.2022)
8. The rules for holding the examination provided for in paragraph 6 of this Article and its topics must include:
 - a) the dates, time, venue and duration of the examination(s);
 - b) the composition of the examination and appeals commissions;
 - c) the examination procedures;
 - d) the list of examination questions;
 - e) the rules for assessment and appeal.
9. The interested party must be notified of the examination no less than 2 weeks before it is held, unless the party requests that the examination be held within a shorter period.
10. Recognition of education received abroad includes recognition of an academic qualification received abroad or of education received during a period of study within the framework of a higher education programme. Recognition of education received abroad does not include recognition of education received remotely by persons on the territory of Georgia from a foreign higher education institution, where the educational process is not carried out in full or at least in part on the territory of the foreign country within the contact hours of the professor/teacher and the student.
11. An application submitted to the Centre for recognition of higher education received during a period of study abroad must be accompanied by GTU's conclusion on the compatibility of the higher education received by the person during the period of study abroad with the educational programme offered by GTU.
12. After accepting for processing an application for recognition of higher education received during a period of study abroad, the Centre establishes the compatibility of the learning outcomes achieved during the period of study with the learning outcomes of the relevant level of the National Qualifications Framework.
13. The Centre recognises the learning outcomes obtained by a person in the educational component of a third-cycle educational programme at a recognised higher education institution of a foreign country, whereas the decision on the recognition of the research component completed within the framework of a doctoral educational programme during the period of study abroad (before completion of the scientific

work) is taken by GTU, where the person wishes to continue studies.

14. On the basis of the application of the interested person, for the purpose of drawing up the conclusion provided for in paragraph 11 of this Article, GTU establishes the compatibility of the learning outcomes achieved by the person during the period of study abroad with the educational programmes offered by it and draws up a conclusion on the recognition of the corresponding credits.

15. Credits obtained within the framework of a programme of an institution to which admission and instruction were carried out in the manner prescribed by law are subject to recognition.

16. As a result of a substantive review, the correspondence of the courses completed by the person during the period of study abroad with those provided for by GTU's educational programme may be established regardless of differences in their titles.

17. Recognition of a course not provided for by the educational programme of the receiving institution is permitted.

18. GTU is entitled, in the manner prescribed by law, to calculate the student's workload in credits in the case of an educational programme that has not been executed in accordance with the European Credit Transfer System.

19. Recognition is formalised in the form of a conclusion on the basis of the decision of a commission established at the receiving faculty of GTU. The commission is composed of the dean of the faculty, the head of the Quality Assurance Service and the head of the relevant academic department; the commission's decision is verified by the head of the Department of Educational Process Management and approved by the Vice-Rector of GTU. The conclusion indicates the compatibility of the educational programme completed by the student with the GTU programme, as well as the number of recognised credits [text repeated in the original: composed of the head of the relevant academic department; the commission's decision is verified by the head of the Department of Educational Process Management and approved by the Vice-Rector of GTU. The conclusion indicates the compatibility of the educational programme completed by the student with the GTU programme, as well as the number of recognised credits]. (No. 01-05-04/87, 14.07.2022)

20. If an agreement on the implementation of an exchange programme and/or mutual recognition of credits has been concluded between GTU and an institution of another country, GTU is entitled, on the basis of prior consent obtained from the Centre, to carry out the recognition of higher education received during the period of study abroad by analogy with Article 6 of this Instruction.

Article 9. Recognition of Higher Education Received in the Occupied Territories (No. 01-05-04/92, 20.07.2021)

1. For the purpose of recognition of higher education received in the occupied territories, the interested person must submit to the LEPL National Centre for Educational Quality Enhancement, together with other documents, a conclusion issued by a higher education institution on the compatibility of the education received by the interested person in the occupied territories with the educational programme.

2. For the purpose of preparing the conclusion referred to in paragraph 1 of this Article, GTU, on the basis of an application from the Centre, by holding an examination, establishes the compatibility of the education received by the interested person in the occupied territories with the educational programme offered by it and issues a conclusion on the recognition of the subjects completed, the grades obtained

and the calculation in credits.

3. Where the grades obtained by the interested person in the subjects completed do not correspond to the grading system provided for by Order No. 3 of the Minister of Education and Science of Georgia of 5 January 2007 on the Approval of the Rules for Calculating Higher Education Programmes in Credits (hereinafter the Rules for Calculating Higher Education Programmes in Credits), GTU converts the grades obtained by the interested person into the grades provided for by the grading system established by the Rules for Calculating Higher Education Programmes in Credits.

4. If there is no written record of the subjects completed by the interested person and the grades obtained, GTU holds an examination in the subjects indicated by the interested person, assesses it and awards credits. The examination is assessed with a maximum of 100 points. Paragraph 3 of Article 4 of the Rules for Calculating Higher Education Programmes in Credits is applied in the assessment. The interested party must be notified of the examination no less than 2 weeks before it is held, unless the party requests that the examination be held within a shorter period. The Centre must also be informed in advance of the holding of the examination.

5. The Centre is entitled to monitor the conduct of the examination provided for in paragraph 4 of this Article.

Article 9¹. Recognition of Learning Outcomes Achieved within One Qualification for the Purposes of Another Qualification (No. 01-05-04/192, 07.12.2021)

1. GTU is entitled to recognise the learning outcomes achieved by a person within the framework of an educational programme of the relevant cycle of academic higher education for the purposes of awarding the corresponding qualification through completion of another educational programme of the same cycle of academic higher education.

2. Credits obtained within the framework of a higher education programme to which admission and instruction are carried out in the manner established by the legislation of Georgia are subject to recognition.

3. For the purpose of recognising credits, GTU establishes the compatibility of the learning outcomes achieved by the person within the framework of another educational programme of the same cycle of higher education with the relevant higher education programme and takes a decision on the recognition of the corresponding credits.

4. As a result of a substantive review of the courses provided for by the educational programmes, the correspondence of these courses may be established regardless of differences in their titles.

5. GTU is entitled, in the manner established by the legislation of Georgia, to calculate the student's workload in credits in the case of an educational programme that has not been executed in accordance with the European Credit Transfer System. GTU is also entitled to establish the correspondence of the grades obtained by the student with another grading system (see Annex 2).

6. Recognition of a course not provided for by GTU's educational programme is permitted.

7. If the grading system of the educational programme completed by the student differs from the systems given in Annex 2, GTU is entitled to require the student to submit additional information from the sending institution.

8. Recognition is formalised in the form of a conclusion on the basis of the decision of a commission established at the receiving faculty of GTU. The commission is composed of the dean of the faculty, the head of the Quality Assurance Service and the head(s) of the relevant academic department(s); the commission's decision is verified by the head of the Department of Educational Process Management and approved by the Vice-Rector of GTU. The conclusion indicates the compatibility of the educational programme completed by the student with the GTU programme, the number of recognised credits, and the year/semester of study from which the student is to continue studies. The said year/semester is determined taking into account the number of recognised credits and the prerequisites of the subjects to be completed. The conclusion also determines the recommended semesters for completing unrecognised subjects of previous semesters. The student is entitled to review the draft conclusion and participate in its adjustment. This part of the conclusion constitutes the basis for concluding the educational and financial agreements with the student. The student's tuition fee is determined according to the number of credits corresponding to the subjects actually to be completed. If necessary, the student may be transferred to an individual curriculum.

9. GTU (where necessary), on the basis of the conditions provided for by this Instruction and the student's consent, draws up a legal act on the change of the student's year/semester of study.

Article 9². Recognition of Credits Accumulated by a Certified Specialist for the Purposes of Obtaining the Academic Degree of Bachelor (No. 01-05-04/192, 07.12.2021)

1. In the event of continuation of studies on a bachelor's educational programme, GTU may count the credits accumulated by a certified specialist for the purposes of obtaining the academic degree of bachelor. To study on a bachelor's educational programme, the certified specialist must be admitted to GTU in the manner established by the legislation of Georgia.

2. Credits obtained within the framework of a vocational higher education programme to which admission and instruction are carried out in the manner established by the legislation of Georgia are subject to recognition.

3. For the purpose of recognising credits, GTU establishes the compatibility of the learning outcomes achieved by the person within the framework of the vocational higher education programme with the bachelor's educational programme and takes a decision on the recognition of the corresponding credits.

4. As a result of a substantive review of the courses provided for by the educational programmes, the correspondence of these courses may be established regardless of differences in their titles.

5. Recognition of a course not provided for by GTU's educational programme is permitted.

6. Other procedures relating to the recognition of credits are carried out by analogy with paragraphs 7 and 8 of Article 9¹.

Article 10. Restoration of Student Status

1. Repealed. (No. 01-05-04/92, 20.07.2021)

2. Repealed. (No. 01-05-04/92, 20.07.2021)

3. A person whose student status is suspended is entitled, within the period referred to in paragraph 7 of sub-section 3 of Article 4, to apply to the Rector for restoration of student status no later than 2 weeks before the start of the next semester (except in the case provided for in paragraph 14 of Article 10 of the GTU Instruction on the Management of the Educational Process); such a person may have student status restored from the beginning of the next semester.

4. Upon restoration of status, a person whose student status was suspended, as a rule, continues studies from the semester from which his/her student status was suspended; for the purpose of better organisation of the educational process, a person with suspended status may, upon restoration of student status, continue studies from a different semester, taking into account the total number of additional semesters established by the "Instruction on the Management of the Educational Process at GTU".

Article 11. Mechanisms for Integrating Inclusive Education into the Educational Process and Creating an Inclusive Learning Environment

1. GTU implements the introduction of inclusive education, which means involving students with special educational needs in the educational process and ensuring that an appropriate learning environment is created for them.

2. For students with special educational needs, GTU develops an individual curriculum, which is based on the educational programme and represents its modification (a qualitative or quantitative change in the learning outcomes to be achieved) and/or accommodation (a change in teaching and assessment approaches without changing the learning outcomes to be achieved), and accordingly specifies the additional educational services required for the student with special educational needs.

3. The individual curriculum is used as a guide for the implementation of the educational process of the student with special educational needs. Within the framework of the individual curriculum, the ongoing assessment of the student with special educational needs is carried out individually, against the defined learning outcomes to be achieved, whereas the final assessment and the award of credits are carried out in relation to the requirements of the educational programme/module.

4. For students with special educational needs, GTU ensures the accessibility of the physical environment of the institution by arranging the appropriate infrastructure.

Article 12. Transitional Provisions

A student expelled/struck off before the entry into force of Order No. 10/6 of the Minister of Education and Science of Georgia of 4 February 2010 on the Approval of the Rules for Transfer from a Higher Education Institution to Another Higher Education Institution is regarded as a person whose student status is suspended for ten years from the issuance of the order on expulsion/striking off, and within this period is entitled to apply to GTU for restoration of student status or to exercise the right to mobility, provided that the ground for expulsion/striking off is not a ground for termination of student status established by the said rules. A person part of whose completed educational programme is deemed recognised by the State in the manner prescribed by law is also regarded as a person whose student status is suspended for 10 years from the termination of studies under the State-recognised regime.

Department of Educational Process Management of the Georgian Technical University

Approved by the Academic Council on 13 February 2019, Resolution No. 01-05-04/29.

Amendments introduced: 21 August 2019, Resolution No. 01-05-04/231; 20 July 2021, Resolution No. 01-05-04/92; 7 December 2021, Resolution No. 01-05-04/192; 14 July 2022, Resolution No. 01-05-04/87.

Annex 1

Documents to be Submitted Together with the Application by Entrants/Master's Candidates/Students for Admission without Passing the Unified National Examinations/Common Master's Examinations

1. Those wishing to continue studies without passing the Unified National Examinations must attach the following documents to the application:

- a) a copy of the document certifying citizenship;
- b) a copy of the document certifying complete general or equivalent education received in a foreign country;
- c) the application of citizens of Georgia provided for in sub-paragraph "b" of paragraph 9 of Article 1 of this Instruction must also be accompanied by a document confirming study in a foreign country during the last 2 years of complete general education;
- d) the persons provided for in sub-paragraphs "c" and "d" of paragraph 9 of Article 1 of this Instruction must attach to the application, instead of the document provided for in sub-paragraph "b" of this paragraph, a copy of the document confirming the credits obtained at a higher education institution of a foreign country, or a document certifying the qualification issued by a higher education institution recognised in accordance with the legislation of the foreign country;
- e) the citizens of Georgia provided for in sub-paragraph "d" of paragraph 9 of Article 1 of this Instruction must, in addition to the documents provided for in sub-paragraphs "a" and "d" of this paragraph, attach to the application a document confirming residence in the foreign country during the period of study at the higher education institution of the foreign country (a registration certificate, a certificate of residence or another document confirming the fact of residence of the citizen of Georgia in the foreign country. Residence in a foreign country means presence in the foreign country for no fewer than 75 days during one of the semesters).

2. Those wishing to continue studies without the Common Master's Examinations must attach the following documents to the application:

- a) a copy of the document certifying citizenship;
- b) a copy of the document certifying the relevant qualification of higher education issued by a higher education institution recognised by the foreign country;
- c) the persons provided for in sub-paragraphs "b" and "c" of paragraph 10 of Article 1 of this Instruction must attach to the application, instead of the document provided for in sub-paragraph "b" of this paragraph, a copy of the document confirming the credits obtained at master's level at a higher

education institution of a foreign country, or a document certifying a master's degree or an academic degree equivalent thereto issued by a higher education institution recognised in accordance with the legislation of the foreign country.

d) the citizens of Georgia provided for in sub-paragraph "c" of paragraph 10 of Article 1 of this Instruction must, in addition to the documentation provided for in sub-paragraphs "a" and "c" of this paragraph, also attach to the application a document confirming residence in the foreign country during the period of study at the higher education institution of the foreign country (a registration certificate, a certificate of residence or another document confirming the fact of residence of the citizen of Georgia in the foreign country. Residence in a foreign country means presence in the foreign country for no fewer than 75 days during one of the semesters).

e) the master's candidates provided for in sub-paragraph "d" of paragraph 10 of Article 1 of this Instruction must, in addition to the document provided for in sub-paragraph "a" of this paragraph, submit:

e.a) copies of the document certifying the qualification obtained as a result of admission in the manner established by paragraph 9 of Article 1 of this Instruction – the diploma and the diploma supplement;

e.b) an act of the head of the higher education institution confirming the person's admission to the first cycle of higher education at the higher education institution in the manner established by paragraph 1 of this Article.

f) the master's candidates provided for in sub-paragraph "e" of paragraph 10 of Article 1 of this Instruction must, in addition to the document provided for in sub-paragraph "a" of this paragraph, submit a copy of the document certifying the qualification obtained as a result of admission in the manner established by sub-paragraph "e" of paragraph 10 of Article 1 of this Instruction – the diploma.

3. The application of a stateless person must be accompanied by a copy of the residence permit instead of the document certifying citizenship.

4. Documents drawn up in a foreign language must be translated into Georgian and certified by a notary.

Annex 2

Rules for Calculating a Student's Workload in Credits Where the Educational Programme Completed by the Student Has Not Been Executed in Accordance with the European Credit Transfer System (No. 01-05-04/92, 20.07.2021)

1. 1 UK credit corresponds to 0.5 ECTS credits;

2. The correspondence of the workload of a course given in contact hours is established as follows:

- 1-50 hours correspond to 3 credits;
- 51-80 hours correspond to 4 credits;
- 81-120 hours correspond to 5 credits;
- 121-160 hours correspond to 6 credits.

3. The correspondence of the grades obtained by the student is established as follows:

Grades/points of previously applied grading systems		ECTS assessment score
Grades of the five-point system	5 (excellent)	91-100 (average – 96)
	4 (good)	71-90 (average – 81)
	3 (satisfactory)	51-70 (average – 61)
	Pass (credit)	the score corresponding to the arithmetic mean of the positive grades obtained
Grades (points) corresponding to UK credits	81-100 (excellent)	91-100 (average – 96)
	61-80 (good)	71-90 (average – 81)
	40-60 (satisfactory)	51-70 (average – 61)
Grades of the French-Georgian Institute of the Faculty of Informatics and Control Systems of the Georgian Technical University	16-20 (excellent)	91-100 (average – 96)
	12-15 (good)	71-90 (average – 81)
	8-11 (satisfactory)	51-70 (average – 61)

4. To calculate the weighted average grade (Grade Point Average – GPA), the number of credits/hours of each course and research component (where the latter is calculated in credits/hours) is multiplied by the conditional grade corresponding to the score (points) obtained in the same course/research component, and the sum of such products is divided by the sum of credits/hours. (No. 01-05-04/192, 07.12.2021)

5. The values of the conditional grades corresponding to scores (points) are given in the tables:

a) on the basis of ECTS scores

Score	Symbol	Grade	Grade classification	Conditional grade (GPA)
91 – 100	A	Excellent	Positive	4.00
81 – 90	B	Very good	Positive	3.25
71 – 80	C	Good	Positive	2.50
61 – 70	D	Satisfactory	Positive	1.75
51 – 60	E	Sufficient	Positive	1.00
41 – 50	FX	Fail	Negative	0.00
0 – 40	F	Fail	Negative	0.00

b) on the basis of scores corresponding to UK credits

Score	Grade	Grade classification	Conditional grade (GPA)
81 – 100	Excellent	Positive	4.0
61 – 80	Good	Positive	2.5
40 – 60	Satisfactory	Positive	1.0
0 – 39	Unsatisfactory	Negative	0.0

c) on the basis of five-point grades

Points	Grade	Grade classification	Conditional grade (GPA)
5	Excellent	Positive	4.0
4	Good	Positive	2.5
3	Satisfactory	Positive	1.0
2	Unsatisfactory	Negative	0.0

d) on the basis of the (20-point) grades of the French-Georgian Institute of the Faculty of Informatics and Control Systems of the Georgian Technical University

Score	Grade	Grade classification	Conditional grade (GPA)
16-20	Excellent	Positive	4.0
12-15	Good	Positive	2.5
8-11	Satisfactory	Positive	1.0
0-7	Unsatisfactory	Negative	0.0

Annex 3

Indicators Selected for the Purpose of Planning the Total Student Contingent of the Georgian Technical University (No. 01-05-04/231, 21.08.2019)

No.	Name of indicator
1	Ratio of the number of academic, scientific and invited personnel to the number of students
2	Ratio of the number of administrative personnel to the number of students
3	Ratio of the number of affiliated personnel to the number of students
4	Ratio of the number of supervisors to the number of doctoral students
5	Ratio of the number of supervisors to the number of master's students
6	Retention rate of academic personnel, %
7	Retention rate of invited personnel, %
8	Retention rate of administrative and support personnel, %
9	Graduate employment rate, %
10	Graduate employment rate in the qualification obtained, %
11	Doctoral thesis defence rate, %
12	Ratio of the amount of funds allocated for research/artistic, development and creative activities to the number of students
13	Ratio of total area to the number of students, m ²

14	Ratio of teaching area to the number of students, m ²
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