

## **Instruction for formation of contingent and mobility of GTU students**

### Article 1. Award of GTU Student Status

- 1.1. Persons are eligible to learn Bachelor's educational program in Georgian Technical University (hereinafter GTU), who hold state certificate of completion of secondary education or similar level, who passed united national exams and are eligible to be enrolled in GTU in line with the regulations of the legislation of Georgia.
  - 1.1.1. Enrollment to Bachelor's educational programs of GTU is registered in resolution of the Rector of GTU, which is issued on the basis of the Order by the Minister of Education and Science of Georgia, the documents submitted by the candidate (financial agreement signed and payment of tuition fee) and based on academic registration (learning agreement signed), in line with the regulations stated in the Order N19/N as of February 18, 2011 by the Minister of Education and Science of Georgia on "Approval of Regulation for United National Exams and distribution of state study grants".
  - 1.1.2. Enrolment of Azerbaijan, Armenian, Abkhazian and Ossetian speaker candidates, within the limits of number of eligible students, as verified by National Center For Educational Quality Enhancement, is proceeded on the basis of the Law of Georgia "Higher Education".
  - 1.1.3. In order to support candidates, learning in GTU is proceeded in line with the regulations of legislation, without passing united national exams (see. pp. 1.5-1.10).
- 1.2. Persons are eligible to enroll Master's studies with no less than Bachelor or equal degree. Enrolment in Master's studies ), in line with the regulations stated in the Order N227 as of April 22, 2009 by the Minister of Education and Science of Georgia on "Approval of Regulation for United National Exams and distribution of state Master study grants" and Resolution N4 as of 2007 issued by Academic Board of GTU.
  - 1.2.1. Enrolment in Master studies is registered in Resolution issued by the Rector, which is issued after making the document of ranging, made in line with the results of common Master' degree and university specialty exams and after completion of administrative and academic registration of candidate. The Resolution is shared to National Centre of Exams within the term stated in the Order. Candidates of Master studies, who fail to sign agreement, and in his/her place will be enrolled candidate who obtained the highest grades on the basis of ranging document.
  - 1.2.2. In order to support candidates of Master studies, learning in GTU is proceeded in line with the regulations of legislation, without passing united common Master degree exams (see. pp. 1.5-1.10).
- 1.3. Persons are eligible to study Doctoral studies having Master's or similar academic degree.
  - 1.3.1. Enrolment to Doctorate studies is proceeded in line with the Regulations of Dissertation Board, which awards academic degree of Doctor.

- 1.4. Persons are eligible to obtain professional education, on the background of passing basic level of general education, professional tests and depending on a profession specifics, based on satisfaction of additional requirements verified by the standard (29.10.2014 N1313).
- 1.4.1. Based on tests organized by The National Assessment and Examination Center LEPL (hereinafter Centre) candidates are identified, who obtain right to study at the initial level of professional educational program.  
Based on the tests organized by GTU, candidates are identified who will obtain right to study at the next level of professional educational program.  
Candidates are eligible to take tests organized by the Centre, registered for tests in line with the regulations approved by the Order N152/N as of September 27, 2013 by the Minister of Education and Science of Georgia on “Approval of Regulations for professional testing”, who intends to continue study at the initial level of professional educational program.  
Candidates are eligible to take tests organized by GTU, who have obtained document issued in Georgia or equal document, which evidence basic education, and satisfies additional requirements under applicable professional standard and intends to continue study at the next level of professional education program.  
Rector of GTU, before starting the tests, will verify listing of submission terms of the documents needed to submit for enrolment at the initial and next levels. (29.10.2014 N1313).
- 1.4.2. Rector of GTU, within 2 days after issue of administrative-individual acts stated in the sections one and 6 of Article 24 of the Regulations approved by the Order N152/N as of September 27, 2013 by the Minister of Education and Science of Georgia and submission of listed documents, based on administrative-individual act, will enroll applicants at the initial and next levels of professional educational program and will sign agreement with the applicant (and in case if applicant is a person with disabilities, agreement is signed with parents/legal representative), concerning enrolment to the initial/next level of professional educational program. GTU will register detailed of enrolled students of professional studies in the registry of educational institutions within 3 days after signing the agreement.  
Within 10 days after completion of tests organized by GTU, in order to distribute students at the next levels of professional educational programs, considering the grades obtained by the applicant, GTU makes document of ranging and will share for approval to Education Management Information System LEPL in a form verified by Education Management Information System LEPL. The Education Management Information System LEPL within 5 days after submission will inspect the document. In case if approval is granted, Rector of GTU will approve the document of ranging, through issuing individual administrative-legal act. The document must be signed and sealed by the Rector of GTU (29.10.2014 N1313).

- 1.4.3. Students of professional studies, who based on the document of ranging, approved by the section one of Article 24 of the Regulations approved by the Order N152/N as of September 27, 2013 by the Minister of Education and Science of Georgia, will be enrolled as a result of tests organized by the Centre to the level of professional studies, where number of students with the right to get voucher financing is less than five and who will overcome minimum of level of competence as defined for the applicable year for voucher financing, is entitled to:
- a) Move from the institution to another one in line with the regulations of GTU, in order to continue study at the professional specialty, as stated in the Order N120/N as of December 10, 2010 by the Minister of Education and Science on “Approval of National Qualification Framework”, which he/she was enrolled before implementation of mobility;
  - b) In line with the regulation verified by GTU, to apply mobility inside the institution to the initial level applicable to the test passed for professional skills and other professional educational program of group of subject(s).
  - c) Suspend status of student of professional studies and maintain legal condition obtained. In this case, status of student of professional studies will be restored on the basis of personal statement, upon starting studies by the students of professional studies, who are enrolled on the basis of further testing organized by the Centre (25.07.2015 N1647).
- 1.4.4. Students of professional studies, who will be enrolled to the next level of professional educational program on the basis of the document of ranging state din the section 6 of the Article 24 of Regulations approved by the Order N152/N as of September 27, 2013 by the Minister of Education and Science of Georgia on “Approval of Regulations for professional testing”, as a result of tests organized by the Centre, where number of students having voucher financing is less than five and will overcome minimum of level of competence as defined for the applicable year for voucher financing, is entitled to:
- a) Move from the institution to another one in line with the regulations of GTU, in order to continue study at the professional specialty, as stated in the Order N120/N as of December 10, 2010 by the Minister of Education and Science on “Approval of National Qualification Framework”, which he/she was enrolled before implementation of mobility;
  - b) In line with the regulation verified by GTU, to apply mobility inside the institution to the next level of professional educational program, which is equal to the one where they have passed exam.
  - c) Suspend status of student of professional studies and maintain legal condition obtained. In this case, status of student of professional studies will be restored on the basis of personal statement, upon starting studies by the students of professional studies, who are enrolled on the basis of further testing organized by the Centre (25.07.2015 N1647).

- 1.4.5. In case of professional educational programs, as formed on the basis of framework document of professional educational program, the rule of testing and enrolment of applicant is verified in analogue manner as for the first level of professional educational program (25.07.2015 N1647)
- 1.4.5. <sup>1</sup> In order to involve persons with disabilities and persons with need of special educational needs, these persons are eligible to the modules without overcoming preconditions of the module (30.04.2017 N2398)
- 1.5. The candidates/Master degree candidates, for whom it is eligible to study without United National Exams/common Master exams, as permitted by the Law of Georgia on “Higher Education”, in order to continue study at GTU, must submit application to the Rector of GTU to obtain written approval. The application must state personal details of applicant (name, surname, personal number, nationality) and as well as the faculty, study level, name of program/specialty, study language. (21.05..2013 N926).
- 1.6. The Application must be attached the documents listed in the Annex one (21.05.2013. N926).
- 1.7. Documents made in foreign language must be translated into Georgian and certified by Notary. Copies of Notary certified documents are acceptable. (21.05.2013. N926).
- 1.8. The Commission will review submit application and attached documents and will conduct interview with the candidate/Master degree candidate. By the decision of the commission, to identify skill of the person to be involved in the study process, testing may be conducted (21.05.2013 N926).
- 1.9. In case if outcomes of interview/tests is positive, under recommendation of the commission, Rector will issue written approval concerning possibility of enrolment of the candidate/Master degree candidate to the vacant place within the limits of total eligible number (approval must include name, surname and faculty/specialty). (21.05.2013 N926).
- 1.10. The person, who will get a written approval as per the paragraph 1.9, in line with the Order N224/N as of December 29, 2011 by the Minister of Education and Science of Georgia on “Approval of rule for submission of documents by candidates/Master degree candidates which have a right to study without passing national exams/common Master degree exams in the institution and the rule of review”, is entitled to apply application within eligible terms to Legal Entity of Public Law - National Center For Educational Quality Enhancement and the Ministry of Education and Science of Georgia. In case if the Ministry makes positive decision the Rector of GTU within eligible term will enroll the candidate/Master degree candidate without passing national exams in a manner to provide his/her admission to the study process and to reach study results in a manner verified by the legislation. Enrolment for this reason may be done not later than within 6 weeks after start of academic semester/year. (21.05.2013 N926).
- 1.11. The person stated in the section 10 of Article 1, who is not fluent in the language of the selected educational program, will additionally take an academic year (60 credits), which

may be applied to learn one or several languages at a satisfactory level. (13.09.2013 N963).

- 1.12. GTU is entitled to adopt different study level for the students enrolled without passing national exams/common Master degree exams. The same is applied to the students moved to GTU through mobility, who gained status of a student of higher educational institution of Georgia without passing united national exams/common Master degree exams. (29.07.2016 N2119).

## **Article 2. Formation of student contingent and academic groups**

2.1. Within 10 days after the Rector issues united act concerning enrolment of students in GTU, Dean of the faculty will submit to the study department the information about the students enrolled at the first year. The information must be registered in the registry of educational institution (hereinafter Registry) no later than one month after issue.

2.2. In parallel with enrolment of students in GTU, academic groups are formed. Academic groups may be basic or optional.

- Basic group is formed in line with “Instruction for calculation of academic loads and distributions in GTU”, according to the educational programs. Basic group is formed from the first year of study, if enrolment of students at the faculty is proceeded according to educational programs, in other cases – under the rule adopted by the faculty.
- Optional group is formed in order to study optional subject/module/additional specialty.
- In order to learn study course repeatedly, new temporary groups are formed in case if any basic or optional group at the faculty not enables to add students.

2.3. Option of higher and professional educational programs at GTU is voluntary. To provide transparency of options, lists of students distribution in applicable groups are posted visible. The Dean’s Office, faculty quality management division, academic departments assign employees, who will provide needed information to the students, consult them and assist to define their profile, to plan study process and improve achievements. Conditions for options in Bachelor studies are stated in the document “Rule of optional components of educational program by Bachelor students in GTU”. (01.06.2012 N678).

2.4. Number of groups formed for optional subjects is identified as a number of basic group and one letter of Georgian alphabet is applied. Student may be involved in several groups in parallel, one of which is basic and others are optional (among them in additional specialty).

2.5. In formation of students contingents, Dean’s Office will keep personal file for each student.

Personal file must include:

- Student Personal card;
- Student study card;

- Copy of education certificate;
- Certificate (original) of enrolment to the faculty – issued by National Centre of Exams – Bachelor;
- Printout of common Master degree exams from the web-site of National Center of Exams, Certificate (original) issued by the National Center of Exams and written papers made at the exams of specialties in GTU – Master’s degree;
- Details about education and labor agreement, recommendation by principle/co-principle of scientific paper, listing of scientific publications, documents which evidence completion of learning and research components (protocols, registries) – Doctoral studies;
- Financing Agreement (among them addition, if any);
- Study Agreements (among them addition, if any);
- Copy of ID document;
- Copy of birth certificate;
- Four color photos 3X4, printed and on a CD;
- Copy from military service (for boys);
- Extract/certified copy of enrolment order;
- Extract/certified copy of Order of moving student from academic year to next year;
- Extract/certified copy of Orders concerning academic movement of a student.

2.6. Student’s personal file must include medical certificates and other documents submitted by students during learning period, copies of characterizations issued to student, information concerning his/her activity, promotion and disciplinary influence and other.

2.7. Personal file of graduate students must include certified extracts/copies of documents concerning his/her qualification.

2.8. Student personal file must contain the following details:

- Name and surname of student;
- Personal number;
- Date of birth;
- Address of residential place, telephone number, e-mail address;
- Details of education document(s).

### **Article 3. Student Mobility**

3.1. Enrolment to mobility in GTU is made in accordance with the Order N10/N as of February 4, 2010 by the Minister of Education and Science of Georgia on approval of “Regulation for

moving from high education institution to another high education institution” and the this Instruction.

3.2. Administration of the process of moving (hereinafter – Mobility) from high education institution (hereinafter – Institution) to another high education institution is provided by Legal Entity of Public Law - National Center For Educational Quality Enhancement (hereinafter – Cnetre).

3.3. Persons are eligible to mobility, who are enrolled in the institution in line with the regulations prescribed by the legislation and the students who by the moment of mobility are registered in e-portal of mobility as candidates for mobility and by the moment of registration as candidates, are students.

3.4. Persons stated under this Article, paragraph 3 are as well eligible to mobility, whose status of a student is suspended for the moment of registration to e-portal for mobility.

3.5. Mobility may be proceeded within one step of higher education institution. For the purpose of this Article, educational programs of medics/dentists/veterinarians are deemed to be fit to the first educational level of academic higher education. Mobility is not permitted from professional educational program to Bachelor’s educational program.

3.6. Right of mobility is granted to students after one year of studying at applicable level of higher education. The study period not covers the period during which status of a student had been suspended, except the cases, when the institution was liquidated and no substitute institution was identified, the institution lost authorization or educational program of the institution is not taught any more.

3.7. Student mobility is permitted twice per one calendar year, within the terms verified by the Centre.

3.8. GTU is authorized, based on the Resolution issued by the Academic Board, to register vacant places to the mobility by study levels and faculties or educational programs.

3.9. Students will obtain status of mobility candidate after registration to e-portal.

3.10. Student is authorized to choose not more than 5 faculties or educational programs. When students take registration to several faculties or educational programs, they are obliged to verify priorities. Mobility authorization may be obtained for doctoral educational programs in accordance with the Regulations of dissertation board, which awards academic degree of doctor of GTU.

3.11. Candidates to mobility will be granted right to enroll to the relevant faculty of the institution or to the educational program by the priorities registered by him/her to the e-portal, under the regulations of the Centre.

3.12. United listing of mobility candidates, who obtained a right to be enrolled to the applicable faculties or educational programs, is posted in the e-portal of the Centre and further, mobility candidates may apply statement to GTU concerning their enrolment.

3.13. Mobility candidates, who will fail to apply GTU within the defined terms, will lose the right to be enrolled to the faculty or educational program, except the cases prescribed by the legislation.

3.14. GTU will verify compliance of study outcomes of mobility candidates in another higher educational institution to the offered educational programs and makes decision about recognition of relevant credits.

3.15. Credits obtained within the scope of the program if institution is a subject of recognition, enrolment to which was made under the regulation of the legislation.

3.16. After inspection of content, it is possible to verify compliance of study courses passed by a student and the study course of GTU, even there are differences among the names of courses. Study courses may be recognized which are not included in educational program of GTU.

3.17. GTU may calculate according to the rules of legal calculation, the credits of students in case of educational program, which is not taken according to the European credit transfer system. GTU may as well verify compliance of grades obtained by the student to other systems (see Annex 2). (17.04.2014 N1126).

3.18. Credits for higher education program, based on which qualification has been awarded, may not be recognized for the purpose of another education program. Exception is recognition for the purpose of Bachelor educational program obtained within the scope of educational program of specialist who has got diploma.

3.19. GTU is entitled to identify compliance of knowledge of mobility candidate and skills with the educational program, through conducting interview or taking exam. If incompliance is identified, mobility candidate may be rejected to be enrolled.

3.20. Recognition is registered through decision (report) made by the faculty commission. Commission is formed at the faculty, composed of head of quality assurance and head of academic department; Decision made by the commission is approved the head of study department and deputy rector of GTU in the study affairs. The report must cover compliance of the educational program taken by a candidate with the GTU program and number of recognized credits.

3.21. GTU, based on the consent of mobility candidate students and the conditions of this instruction will adopt draft legal act concerning enrolment through mobility.



3.22. GTU will submit to the Centre the draft legal act, and based on it the Centre after proper examination will issue conclusion concerning possibility of enrolment as stated in the act.

3.23. After obtaining positive conclusion against the draft order, STU will issue order concerning student's mobility.

3.24. GTU's order concerning student's mobility enrolment will be issued within the terms defined by the Centre before October 1 in Autumn semester and before March 1 in Spring semester. The order will be sent to the Centre within 7 days after issue and the study department will register student's mobility in the registry.

3.25. The student will be as well delivered the application to submit to the issuing institution, concerning termination of student's status and delivery of personal file; Within three weeks after sending the correspondence, GTU must receive: educational document (original), based on which a person had been enrolled to the institution, certified copies/copies of orders concerning enrolment to the institution and termination of status of student and any other documents filed in the student's personal file. In addition, student must pass administrative and academic registration; Failure to submit the documents within the mentioned terms or failure to pass registration, is a basis to invalidate the order concerning enrolment.

3.26. If student will submit document in parallel to the personal file, that provides information about passing the course within the last session period, new conclusion may be made, stating year of study and the learning courses passed additionally.

3.27. Students of professional studies are entitled to move to another educational institution, through the manner defined by such institution. As well as, students of other recognized educational institutions of professional studies may move to applicable educational program. Recognition of education obtained in other educational institution is proceeded through the conclusion made by the faculty commission (See Annex 3). (25.01.2017 N2293).

### **Article 3<sup>1</sup>. Exchange Educational Program (29.07.2016 N2119)**

3<sup>1</sup>.1 Georgian technical University is obliged before signing agreement of exchange of students with foreign higher educational institution, to obtain information in a written form from the National Center For Educational Quality Enhancement, concerning recognition of the higher educational institution in line with the legislation of the country.

3<sup>1</sup>.2 Students who participate in the exchange program of foreign higher education institution, which is recognized according to the foreign country legislation, who has obtained status of a student in the higher education institution recognized by a foreign country, will continue study in Georgian Technical University at the relevant level of higher education, based on the act issued by the rector of GTU.

3<sup>1.3</sup> Participants of exchange educational program, who are students of Georgian Technical University, will continue study in higher education program of foreign partner country in line with the regulation of that country.

3<sup>1.4</sup> Status of student of the students who have left territory of Georgia to participate in exchange program, may not be terminated and Rector of GTU will issue orders concerning his/her study and return. Within the period of leaving Georgia, financial liability of the student against GTU is maintained.

3<sup>1.5</sup> Within the scope of exchange educational program participant students from foreign countries are not counted in the total number of the students of Georgian Technical University.

#### Article 4. Mobility within the Institution

4.1. Bachelor, Master, Doctorate students and students of professional studies (among them those with terminated status) are eligible to change specialty in GTU (06.07.2012. N727).

4.2. Mobility inside the institution may be proceeded within one level of higher education. Mobility inside the institution may not be proceeded from the program of higher education to the Bachelor's educational program.

4.3. Participation in mobility for first year student, except as of students who are moving to higher educational programs through cooperation between Georgian Technical University and San-Diego State Universities, is eligible after study of one semester. The study period not covers the period during which status had been terminated (10.08.2017 N2541).

4.4. Mobility inside the institution is proceeded within the term as defined in the Order issued by the rector of GTU.

4.5. The faculty identifies compliance of study results of mobility candidate student with the offered educational program and makes decision for recognition of applicable credits, in a manner analogue to the paragraph 3.20.

4.6. Students are moved through mobility inside the institution is registered in the Order issued by GTU.

#### Article 5. Suspension of status of a student

5.1. Student's status suspension is deemed to be release of GTU and the student from rights and liabilities without termination of the status.

5.2. Basis to suspend status of student:

- Personal application
- Academic holidays

- Sickness
- Study in higher educational institutions of foreign country
- Financial debts
- Criminal accusation, before legal validation of verdict
- Call to mandatory military service.

5.3. Total term for suspend of status makes 5 years.

5.4. Student needs to submit application concerning suspend of status to the Rector of GTU within no later than 6 weeks after start of study process. After termination of the term, student will lose the right to reimburse paid tuition fee or to apply in next semesters.

5.5. Students, whose institution was liquidated without identification of successor, students are deemed to be as suspended status student under the Order stated in the paragraph 3.1 and applicable conditions adopted are applied.

5.6. In case of change or cancel of academic higher or professional educational programs, GTU will assist students of the program to select another program within the university and in case if students wish to move to another educational institution, to select the institution and the program (07.10.2016 N2153).

## **Article 6. Termination of status of student**

6.1. Basis to terminate status of student:

- a) Suspension of status of student during 5 years while studying in GTU;
- b) Completion of educational program at the given level;
- c) Failure to fulfill requirements of educational program within the term defined for obtaining academic degree;
- d) Personal application;
- e) Validated verdict of guilty for commitment of serious or especially serious crime;
- f) Implementation of action which is not in compliance with the status of student, as set forth in the “Code of Ethics of GTU and regulations of disciplinary responsibility” and the “Code of Conduct of University”;
- g) Death.

6.2. Basis to issue individual administrative act by the Rector, concerning termination of status of student in the cases stated in the sub-paragraphs “a”, “b”, and “c” of this Article, is the Report by the Dean, in the cases set forth in the sub-paragraphs “d”, “e” and “f” – applicable document and Report by the Dean and in the cases stated in the sub-paragraph “g” – decision made by the Faculty Board.

6.3. Legal consequences stated in the legal act concerning termination of status of student, are arisen after twelve months from the moment of issue. Within this period of time status is deemed to be terminated. (24.02.2012 N608).

### **Article 7. Restoration of status of student**

7.1. If status of student is terminated, he/she can obtain it repeatedly in a manner prescribed by the legislation.

7.2. A person whose status is terminated, is deemed to be as a student with terminated status within twelve months after such termination and is eligible to apply a right of mobility, except the case when basis of termination is not in compliance with the Regulations of host institution (24.02.2012 N608).

7.3. A person whose status is terminated, is eligible to apply the Rector within the term stated in the paragraph 5.3, no later than 2 weeks prior to start of next semester, and request restoration of the status (except the case stated in the paragraph 5.14 of the Instruction of GTU Study Process); Status of a student may be restored for such person from the beginning of next semester. In addition, if status of a student is suspended, concerning his/her travel to foreign institution in order to continue study (within the scope of exchange program), in case of return during study process, restoration of status and moving to individual educational program is eligible upon submission of applicable statement. (06.07.2012 N727).

7.4. When status is being restored, generally students continue study from the semester in which the status had been suspended; In order to organize study process in a better manner, a person whose status is terminated, at the moment of restoration of the status, may continue study from another semester, considering total number of additional semesters verified in the “Instruction of Study Process Management in GTU”. (27.09.2011 N529).

### **Article 8. Final Provisions**

8.1. Students excluded before validation of the Order N10/N as of February 4, 2010 by the Minister of Education and Science of Georgia on approval of “Regulation for moving from high education institution to another high education institution” are deemed to be persons with suspended status within ten years after the date of the Order concerning exclusion, and within the term students are eligible to apply GTU to restore the status or may apply right of mobility, if the basis of exclusion is not the basis of termination of the status as per this rule. Persons, for whom

any part of passed educational program is deemed to be recognized under the regulations of legislation, are as well deemed to be persons with suspended status within the term of 10 years from the moment of suspending.

#### Study Department of Georgian Technical University

Approved as per Academic Board as of June 17, 2011, Resolution NN<sup>o</sup>482 (Chnages 27.09.2011 N<sup>o</sup>529, 24.02.2012 N<sup>o</sup>608, 01.06.2012 N<sup>o</sup>678, 06.07.2012 N<sup>o</sup>727, 21.05.2013 N<sup>o</sup>926, 13.09.2013 N<sup>o</sup>963, 17.04.2014 N<sup>o</sup>1126, 15.10.2014 N<sup>o</sup>1306, 25.07.2015 N<sup>o</sup>1647, 02.02.2016 N<sup>o</sup>1907, 29.07.2016 N<sup>o</sup>2119, 07.10.2016 N<sup>o</sup>2153, 25.01.2017 N<sup>o</sup>2293, 30.04.2017 N<sup>o</sup>2398, 10.08.2017 N<sup>o</sup>2541).

#### Annex 1

Documents to submit with the Application by candidates/Master degree candidates/students for enrolment without passing united national exams/general Master degree exams:

- a) Copy of every page of citizen ID document.
- b) One of the following documents, which evidence residence in a foreign country for 2 or more years:
  - b.a. Registration document in foreign country;
  - b.b. Document of registration in the Consular;
  - b.c. Any other document, which evidence the fact of living in a foreign country, as per the legislation of such country.
- The Application of the candidate, who got general secondary education I a foreign country or any equivalent education and studied last 2 years in a foreign country, must submit document which is evidence of his/her study during last 2 years in a foreign country, instead of the document stated in the paragraph “b”.
- Master degree candidate who was enrolled in higher education institution in accordance with the Law of Georgia “Higher Education”, Article 52 paragraph 3, must submit the following documents, in addition to those listed in the paragraphs “a” and “c”:

- Document which is evidence of qualification obtained as a result of enrolment in line with the Law of Georgia “Higher Education”, Article 52 paragraph 3 – copies of Diploma and Enclosure to Diploma.
- Act issued by the Rector of higher education institution, which states enrolment of a person in higher education institution in line with the Law of Georgia “Higher Education”, Article 52 paragraph 3.
- Application of alien person must be attached copy of resident card instead of the document stated in the paragraph “a”.

## Annex 2

### Calculation of credits of student, when the educational program passed is not in compliance with the European system of credit transfer

1. 1 UK Credit equals to 0,5 ECTS credits;
2. Compliance of the study course stated in contact hours is verified as follows:
  - 1-50 hour amounts 3 credits
  - 51-80 hour amounts 4 credits
  - 81-120 hour amounts 5 credits
  - 121-160 hour amounts 6 credits.
3. Compliance of student outcomes is verified as follows:

Marks/grades of previous grading systems		ECTS-ის შეფასების ქულა
Five grade system	5 (excellent)	91-100 (average - 96)
	4 (good)	71-90 (average - 81)
	3 (satisfactory)	51-70 (average - 61)
	Pass	Grade Point Average
UK credit points	81-100 (excellent)	91-100 (average - 96)
	61-80 (good)	71-90 (average - 81)
	40-60 (satisfactory)	51-70 (average - 61)

4. To calculate Grade Point Average – GPA, number of credits (hours) of each subject is multiplied **to conditional applicable grades of the points in the subject and sum of such multiplied number is divided to sum of credits (hours)**. (17.04.2014 №1126)

Values of conditional grades are listed in the Tables:

- a) On the basis of ECTS

Point	Definition	Grade	Grading classification	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	Enough	Positive	1,00
41 - 50	FX	Not passed	Negative	0,00
0 - 40	F	Failed	Negative	

**8) Based on UK credits**

Point	Grade	Grading classification	GPA
81 - 100	Excellent	Positive	4,0
61 - 80	Good	Positive	2,5
40 - 60	Satisfactory	Positive	1,0
0 - 39	Not Satisfactory	Negative	0,0

**8) Based on 5 mark system**

Mark	Grade	Grading classification	GPA
5	Excellent	Positive	4,0
4	Good	Positive	2,5
3	Satisfactory	Positive	1,0
2	Not Satisfactory	Negative	0,0

### **Mobility of students of professional studies**

1. Administration of mobility of students of professional studies is provided by and final decision is made by the Rector of GTU.
2. The Head of Study Department, based on request by the faculties, will offer to the Rector to identify number of students to be enrolled for mobility, stating the programs, to which students of professional studies may be enrolled. Number of vacant places for candidates, list of submittals (among them copy of education document, based on which a person had been enrolled to education institution), as well as terms of reception of application and review, are approved in the order issued by the Rector of GTU, which is posted in the web-site of the University.
3. Any students of professional institutions are eligible to mobility, who had been enrolled under the regulations of the legislation and who by the moment of mobility will be students of college or other professional education institution.
4. Student candidates of professional studies are obliged to submit application to GTU within defined terms, as well as submit the documents listed in the Order.
5. If requested submittals are submitted in a not proper manner, enrolment of a student through mobility, may be rejected.
6. Mobility is eligible only to the same degree of educational program.
7. Mobility, in case of study at professional educational program, formed on the basis of draft document, must be proceeded only to the professional educational programs listed in the document.
8. Transfer and enrolment of students of professional studies are recorded in the order issued by the Rector of GTU.