

Instruction for the Formation and Mobility of the Contingent of Students at the Georgian Technical University

Article 1. Assignment of GTU Student Status

1. The right to study at the first level of higher academic education at Georgia Technical University (hereinafter – the GTU) with a one-level educational program of Bachelor/Certified medical worker, has a holder of the state certificate confirming complete general education, or an equivalent person who passed the unified national examinations and obtained the right to enroll in GTU under the procedure established by the legislation of Georgia. (No. 01-05-04/87 of 14.07.2022)
2. Enrollment in the Bachelor's/Certified medical worker's one-level educational program of GTU is formalized by a single act of the Rector, which is issued based on the corresponding Order of the Minister of Education and Science of Georgia, the documentation submitted upon registration of the applicant, administrative (signing the financial agreement and payment of tuition) and academic (signing the study agreement) registration, in the manner prescribed under the Order of the Minister of Education and Science of Georgia № 19/N of February 18, 2011, "On Approval of the Regulation on the Unified National Examinations and the Rules of Allocation of the State Educational Grant." (No. 01-05-04/87 from 14.07.2022)
3. Enrollment of Azerbaijani-speaking, Armenian-speaking, Abkhaz-speaking, and Ossetian-speaking applicants within the number of students established for the GTU as a result of authorization, is carried out on the basis of the Law of Georgia "On Higher Education." (No. 01-05-04/92 of 20.07.2021)
4. A person with at least a Bachelor's degree or an equivalent academic degree is eligible to study for a Master's degree. Admission to the Master's program is carried out following the Order of the Minister of Education and Science of Georgia №227 of April 22, 2009, "On Approval of the Regulation on General Master's Examinations and the Rules of Allocation of the State Educational Master Grant" and following the Resolution No. 01-05-04/133 of the Academic Council of GTU from August 14, 2020, on Master's degree. (No. 01-05-04/92 of 20.07.2021)
5. Only a candidate for a Master's Degree who has successfully passed the minimum competency threshold established by the legislation of Georgia is eligible to participate in the examination(s) as determined by the GTU.
6. Enrollment in the Master's program is formalized by a single act of the Rector, which is issued based on the ranking document compiled by the results of the General Master's and University examinations in the specialties and after passing the administrative and academic registration of the Master's degree candidates. The said act of the Rector shall be sent to the LEPL - National Assessment and Examinations Center and the LEPL - National Center for Educational Quality Enhancement within the period determined by the Order referred to in the same paragraph. A

candidate for a Master's degree who has not signed the agreements will not be enrolled at GTU, and the next candidate will take his place according to the number of points scored in the ranking document.

7. The right to study in the Doctoral Degree Program is granted to a person with at least a Master's Degree or an equivalent academic degree.

8. Enrollment in the Doctoral program is carried out under the regulations of the Doctoral Degree Program. A person enrolled in a Doctoral program must complete the administrative and academic registration process within one week of the issuance of the Rector's Legal Act on enrollment.

9. In order to encourage applicants and for the purpose of student mobility, studying at the GTU without passing unified national examinations under the procedure established by the legislation of Georgia is allowed for:

- a) Foreign citizens and stateless persons who have received a complete general or its equivalent education in a foreign country;
- b) Georgian citizens who have received a complete general or its equivalent education in a foreign country and the last two years of complete general education were studied in a foreign country;
- c) Foreign citizens (except for students participating in a joint higher education program and students participating in an educational exchange program) who are studying/studied and have acquired credits/qualifications in a foreign country at an institution of higher education recognized under the laws of that country;
- d) Georgian citizens (except for students participating in a joint higher education program and students participating in an educational exchange program) who within the period prescribed by Georgian legislation are residing/resided, studying/studied, and received credits/qualifications in a foreign country at an institution of higher education recognized under the laws of that country.

10. In order to encourage Master's degree candidates and for the purpose of student mobility, studying at the GTU without passing General Master's Examinations under the procedure established by the legislation of Georgia is allowed for:

- a) Master's degree candidates who have received a document certifying the academic degree of the corresponding higher education in a foreign country;
- b) Foreign citizens (except for students participating in a joint higher education program) who are studying/studied and have acquired credits/qualifications in a foreign country in a Master's program at an institution of higher education recognized under the laws of that country;
- c) Georgian citizens (except for students participating in a joint higher education program and students participating in an educational exchange program) who within the period prescribed by Georgian legislation are residing/resided, studying/studied, and received

credits/qualifications in a foreign country in a Master's program at an institution of higher education recognized under the laws of that country;

- d) Master's Degree candidates enrolled in a higher education institution under paragraph 9 of this Article.
- e) Foreign citizens who obtained the right to continue their studies at a higher education institution in Georgia before enacting the Law of Georgia "On Higher Education" and possess a document confirming higher education recognized by the state, issued in Georgia.

10¹. The study at the GTU without passing the general Master's examinations is allowed for a person who has successfully passed the relevant threshold in the examination provided for in the list of international examinations approved by the Ministry. (No. 01-05-04/92 of 20.07.2021)

11. The right to complete an educational training program in the Georgian language without passing the unified national examinations is allowed for the persons referred to in paragraph 9 of this Article to continue their studies in the Bachelor's/Certified medical worker's one-level educational program. This program consists of 60 credits, it can be completed only during the first academic year, and after its completion, the GTU issues a certificate confirming the completion of this program. After completing the educational training program in the Georgian language, students by their choice continue to study in the Georgian-language, one-level Bachelor's/Certified medical worker's one-level educational program at GTU. These persons will be granted the right to continue their studies at GTU after successfully passing the general aptitude test organized by the LEPL - National Assessment and Examinations Center (hereinafter - the Examination Center). (No. 01-05-04/87 of 14.07.2022)

12. Persons referred to in paragraphs 9-11 of this Article must apply to the Rector of the GTU for written consent to continue their studies at GTU. In addition to personal data (name, surname, personal number/passport number, citizenship), the application must specify the faculty, level of education, name of the program/specialty, and language of tuition.

13. The applicant/Master's degree candidate/student application must be accompanied by the documents listed in Appendix 1.

14. Documents drawn up in a foreign language must be translated into Georgian and notarized. It is allowed to submit notarized copies of translations.

15. The appropriate Commission will review the submitted application and attached documents and interview the applicant/Master's degree candidate. The GTU shall make the video recording of the said interview available to the Ministry of Education, Science, Culture and Sports of Georgia (hereinafter - the Ministry). At the discretion of the Commission, a person may be tested in order to determine his ability to participate in the educational process.

16. In case of a positive result of the interview/testing, upon the recommendation of the Commission, written consent of the Rector on the possibility of admission of an applicant/Master's degree candidate/student to a vacant seat within the total number of students (indicating the

name, surname, personal number/passport number, faculty, education level, program name and language of tuition). The consent letter also specifies from which semester the student can be admitted to the educational process.

17. A person who has received the written consent provided for in paragraph 16 of this Article, according to the Order of the Minister of Education and Science of Georgia № 224/N of December 29, 2011, "On Approval of the Procedure for Submission by Applicants/Master's Degree Candidates/Students Entitled to Study Without Passing Unified National Examinations/General Master's Examinations, and Review of Documents" has the right to apply to the legal entity of public law - National Center for Educational Quality Enhancement within an appropriate period of time. Master's degree candidates enrolled in an institution of higher education without passing the unified national examinations also have the right to apply to the Ministry. In case of a favorable decision of the Ministry, the corresponding order is sent to the GTU. GTU is required to enroll within one year an applicant/Master's degree candidate/student eligible to study without passing the unified national examinations/general Master's examinations in a way that ensures the admission of the person to the educational process and the achievement of study results under the procedure established by the legislation. For this purpose, the admission order specifies the date of the student's access to the educational process. In particular, if the order of the Ministry is received by the GTU not later than six weeks after the beginning of the academic year/semester, the person will be admitted to the educational process from the current semester. If the GTU receives the said order of the Ministry after six weeks from the beginning of the semester, the person will be admitted to the educational process from the next semester.

18. The GTU has the right to charge different tuition fees for students enrolled without passing unified national examinations/general Master's examinations. The same conditions apply to students transferred by mobility to GTU and who have obtained the status of a student of a higher educational institution in Georgia without passing the unified national examinations/general Master's examinations.

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

1. Planning the contingent of students is a challenging and complex task that requires analytical understanding and optimal solutions to many, often interdependent, factors.

2. The methodology of planning the contingent of students and its implementation mechanism takes into account the University's mission, the strategic development plan, resources, labor market needs, the actual values of indicators selected by the University (see Appendix 3), their target marks, and others that ensure the possibility of quality education for each student.

3. The University contingent of students is the total number of students with active status in all educational programs. Accordingly, planning the contingent is closely tied to the planning and development of educational programs.
4. The Faculty carry out planning of contingent of the educational program with the involvement of the manager, head of the program, and academic departments; It is based on the University's mission, strategic development plan, labor market research results (job vacancies published in the media, results of employer surveys, and their written confirmation of current and projected needs for specialists), and analysis of the information provided by professional associations as well as state, international and non-governmental organizations. The preparation by other educational institutions of specialists with the same qualifications should also be considered.
5. The obtained value is subject to verification by the University/faculty/academic department(s) taking into account the specifics of the program, with the availability of appropriate academic/scientific and invited personnel, material (condition of buildings, auditoriums, laboratories, classrooms, other premises necessary for the implementation of the program and their equipment with proper inventory, provision of electricity and materials, size of common and learning space, etc.), library, information, financial resources, and student services necessary to carry out the activities required to achieve the learning outcomes defined by each component, with the possibility of training students at the practice facilities, with the presence of areas necessary for sports, creative and other non-audition activities, as well as on existing programs - statistical indicators of employment of graduates (including the qualifications acquired).
6. In the case of a foreign language program, the availability of appropriate resources (academic, visiting, administrative, invited and support personnel with the ability to conduct the educational process in the program's language, as well as foreign-language materials, website, information resources, regulatory documentation, etc.) should be considered to ensure the learning outcomes.
7. When planning the contingent of the program, it is necessary to consider the results of the quality assessment, including the recommendations of evaluators, the views of students, academic and invited personnel, employers, graduates, representatives of the administration, and other interested parties.
8. In case the accountable value of the contingent exceeds the limited number of student seats determined for the University by the Board of Authorization of Higher Education Institutions (hereinafter - the Board of Authorization) during the planning process, the University may apply to the LEPL National Center for Educational Quality Enhancement under the procedure established by the legislation to increase the limited number of student seats.
9. Planning of replenishment/renewal of students for the next academic year/semester includes determining the number of seats available for admission for the next academic year/semester, with or without passing unified national examinations/general Master's examinations, with mobility or otherwise, depending on the level of education (Bachelor's program, Certified medical worker's

one-level educational program, Master's program, Doctoral program, Georgian language education training program) under the procedure established by the legislation. To this end, the Department of Educational Process Management in advance applies to the faculties to provide the relevant information (No. 01-05-04/87 of 14.07.2022).

10. In determining the number of students to admit, faculties, in addition to the factors mentioned in paragraph 4, consider the number of students with active status, including the number of students to become graduates, and other factors, among which the statistical information for the past three years will be analyzed:

- number of announced competitive seats;
- number of registered (preferably from the first choice) applicants;
- number of students enrolled;
- number of students whose status has been suspended;
- number of students whose status has been terminated;
- number of students whose status has been reinstated;
- number of students enrolled without passing the unified national examinations/general Master's examinations;
- number of students left by mobility (including internal mobility);
- number of students admitted by mobility (including internal mobility);
- labor market requirements;
- number of graduates employed (including by qualification acquired);

11. It should be taken into account that a student on an educational exchange program who left Georgia as part of an educational exchange program remains with the active status of the GTU, and a student on an educational exchange program who came from a foreign country as part of an educational exchange program is not counted at the Georgian Technical University in the total number of students determined for GTU.

12. When determining the contingent for admission to a joint higher education program, it is important to note that a student enrolled in a joint higher education program at several higher education institutions in Georgia is counted in the total number of students determined for each institution.

13. Georgian Technical University, carrying out the admission of students to the Georgian language education training program based only on the results of the general aptitude tests in the Azerbaijani, Armenian, Abkhazian and Ossetian languages, within the limited number of students determined for the GTU by the Authorization Board, is obliged to declare the number of seats established under the Law of Georgia "On Higher Education" for the enrollment of students in the program mentioned above.

14. The data from the questionnaires compiled for each program are discussed at a meeting of the respective academic department/departments, approved at the faculty/school Board meeting, and together with the Resolution and report card of the Board are submitted to the Department of Education.

15. Department of Educational Process Management for admission to all levels of education (Bachelor's program, Certified medical worker's one-level educational program, Master's program, Doctoral program, Georgian language education training program) ensures that the requirements received from the faculties are compiled, reviewed and analyzed, and submitted to the Academic Council for approval. (No. 01-05-04/87 of 14.07.2022)

16. The Academic Council considers the University's mission, the priorities of the activities at this stage, the limited number of student seats determined by the Board of Authorization, and other factors.

17. Department of Educational Process Management shall ensure the preparation of appropriate documentation for submission to the LEPL National Center for Educational Quality Enhancement and the LEPL - National Assessment and Examinations Center within the established deadlines. (No. 01-05-04/87 of 14.07.2022)

Article 3. Formation of Contingent of Students and Academic Groups

1. Within ten days from the issuance of a single act of the Rector on the enrollment of students in GTU, the Dean of Faculty submits to the Department of Educational Process Management a draft order on the allocation of students enrolled in the first year to academic groups. (No. 01-05-04/87 of 14.07.2022)

2. The academic group may be core or elective.

- The core group is formed in accordance with the "Instruction for the calculation and distribution of academic loads in GTU," following the educational programs. The core group is formed from the first year of study if students are enrolled in the Faculty following the educational programs, and otherwise under the rules determined by the Faculty.
- An elective group is formed to study any elective subject/module/additional specialty.
- A new temporary group is formed to retake the course of study if any core or elective group on the Faculty does not allow the addition of students.

3. The choices provided by higher education programs at GTU are voluntary; To ensure transparency in the choices, lists of students assigned to the appropriate groups will be displayed in a visible place. The Dean's office, Faculty Quality Assurance Service, and academic departments will allocate staff to provide students with the information they need, advise and help them determine their profile, plan their learning process, and improve their achievements. The terms of choice for a Bachelor's/Certified medical worker's one-level educational program are given in the

document "Rules for choosing the Bachelor's/Certified medical worker's one-level educational program components by the student in GTU." (No. 01-05-04/87 of 14.07.2022)

4. The number of groups created for optional subjects is determined by the number of the core group and one of the Georgian alphabet letters. A student may be in more than one group simultaneously, one of which is a core; the others (including additional specialization) are elective.

5. In the process of forming the contingent of students, the Dean's office creates a personnel file for each student.

6. The personal file must contain:

- a student's personal card;
- a student's study card;
- a copy of the document confirming the education;
- certificate of enrollment in the appropriate faculty/program, issued by the National Assessment and Examinations Center (original) - Bachelor's/Certified medical worker's one-level educational program; (No. 01-05-04/87 of 14.07.2022);
- printout of the results of the General Master's Examinations from the website of the National Assessment and Examinations Center, a certificate issued by the National Assessment and Examinations Center (original);
- data on education and work experience, recommendations of the scientific supervisor/co-supervisors of the Doctoral thesis themes, list of scientific publications, documents confirming the implementation of the educational and research component (registers, protocols) - Doctoral program;
- financial agreement (including additional, if any);
- study agreements (including additional, if any);
- a copy of the identity card;
- a copy of the birth certificate;
- four 3X4 color photographs and their electronic version (on CD);
- a copy of the military document (for young men);
- an extract/certified copy of the order of enrollment;
- an extract/certified copy of the order to transfer the student from the study year to the next study year;
- certified extracts/copies of orders related to the student's academic movement.

7. A student's personal file should also contain duly certified medical certificates and other documents submitted by the student during the period of study, copies of characteristics issued to the student, information reflecting the student's activities, encouragement, and disciplinary measures against them, etc.

8. A graduate student's personal file should also contain certified extracts/copies of documents related to the qualification award.

9. The student's personal file must include the following details:
- student's first and last name (in Georgian and English);
 - personal number;
 - date of birth;
 - address of residence, telephone number, e-mail address;
 - details of the education document/documents confirming education.

Article 4. Student Mobility and Internal Mobility

(No. 01-05-04/231 of 21.08.2019, No. 01-05-04/92 of 20.07.2021)

4.1. Scope of regulation

The legal regulation of student mobility and internal mobility is carried out by "The rule of transfer from a higher education institution (hereinafter - the institution) to another institution," which is approved by the Order № 10/N of the Minister of Education and Science of Georgia dated February 4, 2010. This rule regulates the procedure of the transfer of a student from one educational institution to another (hereinafter - mobility) and from one educational program to another within the institution (hereinafter - internal mobility).

4.2. Student mobility and internal mobility process administration

1. Student mobility process is administered by the legal entity of public law - the Education Management Information System (hereinafter - the Management System).
2. An electronic mobility portal (hereinafter - the electronic portal) is created to administer the process of student mobility, and its operation procedure is established by an individual administrative and legal act of the Head of the Management System. The electronic portal displays the seats registered for mobility by institutions according to the educational program/programs (hereinafter - the educational program).
3. Under the individual administrative and legal act of the Head of the Management System, for the administration of the student mobility process is established:
 - a) a deadline for electronic submission to the Management System by institutions of the number of seats for students to be admitted under the mobility rule;
 - b) a deadline for registration on the electronic portal of those wishing the mobility;
 - c) a deadline for the electronic display in the Higher Education Management Information System of draft legal acts of institutions on persons to be enrolled under the mobility rule.

4.3. A person entitled to mobility

1. The right to mobility is entitled to a person who has been enrolled in the institution under the procedure established by the legislation and is a student of the institution at the time of registration as a mobility applicant on the electronic portal.

2. The right to mobility is also entitled to a person, stipulated in paragraph one of this Article, whose status as a student of the institution has been suspended at the time of registration on the electronic portal, also the person who has successfully passed the unified national examinations and who cannot apply for admission to the institution specified in the ranking document approved by the LEPL - National Assessment and Examination Center, given that: the institution was liquidated without determining its legal successor, it has lost its authorization, the institution's right to admission of students has been restricted, or the educational program is no longer being implemented.
3. Suspension of student status is considered a release from the rights and responsibilities of the institution and the student without termination of student status.
4. Grounds for suspension of student status at Georgian Technical University are:
 - a) absence of administrative (financial) or academic (educational) registration;
 - b) pregnancy, childbirth, childcare, or deterioration of health;
 - c) studying in a higher education institution of a foreign country, except for studying in the framework of an educational exchange program;
 - d) personal application (without giving a reason);
 - e) criminal prosecution precluding the participation of a student in the educational process;
 - f) conscription for compulsory military service or reserve military service;
 - g) other cases provided for by law.
5. On the basis of subparagraphs "b"- "d" of paragraph 4 of this Article, the student must apply to the Rector of the University no later than six weeks after the beginning of the educational process with a request to suspend the status. Upon the expiration of the above period, the student loses the right to use the paid tuition fee in the following semesters.
6. In case of non-payment of tuition fees, suspension of student status does not relieve the student from the obligation to pay tuition.
7. The maximum period of suspension of student status is five years.
8. Upon reinstatement of status, a person whose student status has been suspended will generally continue their studies from the semester in which their student status was suspended.
9. Grounds for termination of student status are:
 - a) suspension of student status for more than five years while studying at the University;
 - b) completion of an educational program at a given level;
 - c) personal application;
 - d) non-fulfillment of the requirements of the corresponding educational program within the time limits established by the rules governing the educational process of the University;
 - e) decision made as a result of disciplinary prosecution of a student based on the norms of internal regulations and the code of ethics of the University;
 - f) death;

g) other cases provided for by law.

10. A person whose student status has been suspended may reinstate it according to the procedure established by Georgian legislation.

11. A person whose student status has been terminated may obtain it again according to the procedure established by Georgian legislation.

12. The order of the Rector shall be issued on the suspension, reinstatement, or termination of student status.

13. The legal consequences provided by the legal act on termination of student status occur twelve months after the issuance of the order. Within this period of time, student status is considered suspended, and the student may exercise the right of mobility, except in cases where the reason for termination of student status is incompatible with the statutes of the receiving institution.

14. A person whose student status is suspended is not counted in the total number of students at the University. To record the number of students, the University shall be obliged to ensure the reflection of information about the suspension of student status in the Higher Education Management Information System.

15. If a person's student status is suspended at the Georgian Technical University, the reinstatement of student status at the GTU is allowed by exceeding the total number of students. In this case, the number of enrolled persons above the total number of students is subtracted from the number of seats for admission determined by the GTU for the next academic year.

16. A student whose institution has been liquidated without determining its legal successor shall, for the purposes of the rule stated in paragraph one of this Article, be considered a student whose status has been suspended and shall be subject to the conditions outlined in the said rule.

17. GTU will help the student choose another program within the University if the educational program is changed or canceled, as well as choose a university and program if the student wants to move to another institution.

4.4. Restriction of the right to mobility

1. Mobility may be exercised within one level of higher education. For the purposes of this paragraph, the Certified medical workers/Dentists, the teacher education integrated Bachelor's and Master's degree programs, and the Veterinary Medicine integrated Master's degree program are considered educational programs of the first level of academic higher education. Mobility from a professional education program to a Bachelor's degree educational program shall not be allowed.

2. The student's right to mobility arises after one year of study at the appropriate higher education level. The study period does not include the time during which the student's status was suspended. If the institution was liquidated without determining its legal successor, if the institution has lost

its authorization, or if the educational program is no longer being implemented, the student is entitled to mobility regardless of the length of the period of study.

3. For a person enrolled in accordance with the Order of the Minister of Education and Science of Georgia № 88/N of July 31, 2015, "On Approval of the Rules of Conditional Enrollment at a Higher Educational Institution of Georgia and Funding of a Member of the National Team of Georgia Participating in the International Educational Olympiad" the right to mobility arises on the basis of passing the unified national examinations of the year following the acquisition of conditional student status, after obtaining the right to continue studies at a higher education institution and enrollment in a higher education institution.

4. The right to mobility and internal mobility arises for the student only in the educational program to which corresponds to the passed by him:

a) the subject(s) in the framework of the unified national examinations, prescribed under the paragraph 2 and/or paragraph 8 of Article 6 of the "Regulations on the Conduct of Unified National Examinations" (hereinafter - Regulations), approved by the Order of the Minister of Education and Science of Georgia №19/N of February 18, 2011, for those students who have passed the unified national examinations in 2020 and later;

b) the type of test passed in the general Master's examination.

5. Subparagraph 4 of this paragraph does not apply to students who passed the unified national examinations before 2020, nor to students who did not pass the type of test in the general Master's examination.

4.5. Registration of seats declared for mobility

1. Student mobility may be carried out twice during a calendar year at a time established by an individual administrative and legal act of the Head of the Management System.

2. In case of refusal or cancellation of the institution's authorization, as well as the expiration of the term of authorization, restrictions of the right of admission of students to the institution, the loss by the institution of the right to implement the program by the refusal of accreditation of the educational program or the cancellation of accreditation, or the expiration of the accreditation period, an extraordinary (additional) mobility of students of this institution may be executed under a simplified procedure, in the terms established by the individual administrative and legal act of the Head of the Management System, other than those stipulated by paragraph 1 of this Article. The decision on the appropriateness of the announcement of the extraordinary mobility is made based on the information provided by LEPL - National Assessment and Examinations Center and the LEPL - National Center for Educational Quality Enhancement (hereinafter - the Center), with a written agreement between the Center and the Management System.

3. Under the rule established by paragraph 2, the basis for the decision to announce extraordinary mobility can also be an expression of the position of the Board of Authorization of Higher Education Institutions to refuse or cancel the authorization of the institution.
4. The GTU, within the term specified in the individual administrative and legal act of the Head of the Management System, electronically submits the following information:
 - a) name of the institution, identification code;
 - b) address, telephone, e-mail address, and contact person;
 - c) level of academic higher education, the name of the basic educational unit and educational program, the qualification to be awarded, as well as the subject(s) prescribed by paragraph 2 and/or paragraph 8 of Article 6 of the Regulations, for those students who have passed the unified national examinations in 2020 and later;
 - d) the status of the program (authorized/accredited) and the duration of the corresponding status;
 - e) language of instruction of the program;
 - f) location of the implementation of the program;
 - g) tuition fees for the program;
 - h) number of credits;
 - i) number of seats for students to be admitted under the mobility rule;
 - j) an additional prerequisite for admittance to the educational program;
 - k) a notice (additional/other information provided by the institution).
5. The source for the data provided in sub-points "a," "c" - "f", are the data reflected in the information system of higher education management, and they are filled in automatically, and the information provided in sub-points "b," "g" - "l" is reflected by the GTU.
6. After checking the information stipulated in subparagraph 4, the Management System, where necessary, identifies the defect and sets a deadline for GTU to eliminate the defect or confirms the validity of the information and places the verified data on the electronic portal. Failure to rectify the defect by the GTU within the deadline set by the Management System constitutes grounds for a refusal to register seats for mobility.
7. For the purposes of sub-point "a" of subparagraph 3 of paragraph 4 of this Article, the subject(s) to be passed in the programs submitted by the GTU under mobility in accordance with sub-point "c" of subparagraph 4 of this paragraph are in accordance with the areas of study defined in Article 6, paragraph 2 of the Regulations and Appendix 3 to the Regulations and/or with the list of subjects determined under paragraph 8 of Article 6.
8. When announcing student mobility, in those programs where more than one subject is defined as a prerequisite for admission, according to subparagraph 7 of this paragraph, GTU has no right to declare the number of seats for individual subjects.

Article 4.6. Peculiarities of mobility of students enrolled based on the results of unified national examinations in 2020 and later

1. A student who participates in mobility and has passed the unified national examinations in 2020 and later, must meet all prerequisites established by GTU and pass the subject(s) listed in subparagraph 7 of paragraph 5 of this Article.

2. If a prerequisite for admittance to the program is:

a) subject other than a subject passed by the mobility applicant - the applicant is entitled to participate in the unified national examinations and pass the corresponding subject(s) before the mobility is implemented;

b) more than one subject, which corresponds to the list of subjects determined by the areas of study provided in Appendix №3 to the Regulations – for the mobility applicant who passed unified national examinations in 2020 and later, the prerequisites stipulated in Article 4, paragraph 4, subparagraph 3, sub-point "a" of this Instruction will be considered fulfilled even if they successfully completed only one of them.

Article 4.7. Implementation of extraordinary mobility in a simplified procedure

1. In case of refusal or cancellation of the institution's authorization, as well as restrictions of the right of admission of students to the institution, the loss by the institution of the right to implement the program by the refusal of accreditation of the educational program or the cancellation of accreditation, extraordinary mobility is implemented in a simplified procedure according to the Order specified in paragraph 1 of this Article and the individual administrative and legal act of the Head of the Management System.

Article 4.8. Registration procedure for mobility applicants

1. A student obtains mobility applicant status by registering on the electronic portal. Registration data becomes effective only after the appropriate fee is paid.

2. The following persons shall be exempt from paying the fee referred to in paragraph 1:

a) a student participating in extraordinary mobility;

b) a student whose family is registered in the Unified Database of Socially Vulnerable Families and whose rating points do not exceed 70,000 during the registration period on the electronic portal of persons to be enrolled by the mobility procedure;

3. A student can choose no more than five educational programs. When registering for more than one educational program, they must determine the priority of the selected program.

4.9. The right to enroll in GTU by mobility

1. In the event that the number of applicants for mobility to an educational program of GTU exceeds the number of registered seats, the right to enroll at GTU will be granted to students of the corresponding number of seats registered by GTU whose results of the unified national examinations are higher than the related results of other applicants for mobility. Obtaining the right of mobility to educational programs of Master's and Doctoral programs is carried out in compliance with the prerequisites for enrollment established by the GTU.
2. If two or more students have taken the last competitive seats, according to paragraph 1 of this Article, GTU will enroll them in the appropriate educational program. In this case, the number of seats added will be subtracted from the number of seats for admission to GTU in the next academic year.
3. Applicant for mobility shall be entitled to enroll in the relevant educational program of GTU according to the priorities he registered on the electronic portal, in the manner prescribed by the first and second subparagraphs of this paragraph.
4. A person wishing to enroll in a GTU educational program must check the result of the mobility on the electronic portal and, in the case of a positive response, has the right to apply to GTU for enrollment. The application should be enclosed with copies of the education document on which the person was enrolled in an educational institution and other copies of documents of the student's personal file. It is not allowed to interfere with the receipt of copies provided in this paragraph.
5. Mobility applicants who do not submit an application for admission to GTU in the time established by GTU lose the right to be enrolled in an educational program, except for cases provided by law.

4.10. Compatibility of educational programs

1. The GTU determines the compatibility of learning outcomes achieved by the mobility applicant in another educational program with the educational programs proposed by the GTU and decides on the recognition of appropriate credits.
2. Credits acquired within the GTU program in which enrollment and tuition were carried out under the procedure established by the legislation should be recognized.
3. Examining the content makes it possible to establish compliance between the courses taken by the student and the courses provided by the GTU educational program, regardless of the difference in their titles.
4. It is allowed to recognize the education course not provided by the GTU educational program.
5. The GTU has the right to calculate the student's credit load under the procedure established by the legislation in the case of an educational program that is not completed in accordance with the

European credit transfer system. The GTU is also authorized to determine the compliance of the student's grades with the other grading system (see Appendix 2).

6. If the grading system of the educational program completed by the student differs from the systems listed in Appendix 2, GTU has the right to request from the student transferring by mobility additional information from the issuing institution

7. GTU is authorized to determine the prerequisites for enrollment in a Bachelor's/Certified medical worker's one-level educational program, Master's program, or Doctoral program, which means determining the compatibility of the knowledge and skills of the applicant for mobility with the educational program. Lack of such compatibility is grounds for refusing to enroll a person by mobility. (No. 01-05-04/87 of 14.07.2022)

8. Recognition is formalized in the form of an opinion based on the decision of a Commission appointed by the GTU Admissions Faculty. The Commission consists of the Dean of the Faculty, the Head of Quality Assurance Services, and the Head(s) of the relevant academic department(s); the decision of the Commission is reviewed by the Head of the Educational Process Management Department and approved by the Vice-Rector of the GTU. The opinion shall indicate the compliance of the educational program completed by the student with the GTU program, the number of credits recognized, and the academic year/semester from which the student should continue his studies. The year/semester mentioned is determined based on the number of credits recognized and the prerequisites for the subjects to be taken. The opinion also identifies recommended semesters for taking unrecognized subjects from previous semesters. The student has the right to review the draft opinion and to participate in its correction. This part of the opinion constitutes grounds for signing the study agreement and the financial agreement with the student. Student tuition fee is determined in accordance with the number of credits corresponding to the subjects that actually need to be taken. Where necessary, the student may be transferred to an individual study plan. (No. 01-05-04/87 of 14.07.2022)

9. GTU, based on the conditions stipulated by this Instruction, and the consent of the mobility applicant student, develops a draft legal act on student enrollment by mobility.

4.11. Issuance of acts related to student mobility

1. In the information system of Higher Education Management, GTU displays the draft legal act on student enrollment and related information under the form established by the individual administrative-legal act of the Head of the Management System. After that, the Management System checks the compliance of data reflected in the draft order of GTU with the requirements of this Instruction, with the data of the Higher Education Management Information System and the electronic portal, and issues an electronic opinion on the possibility of enrollment by mobility of students listed in the draft. The Management System is also authorized to request additional information.

2. After receiving a positive opinion from the Management System on the draft order, the order of GTU on student enrollment by mobility is issued.
3. The order of the Rector of the GTU on student enrollment by mobility shall be issued before October 1 for the fall semester or before March 1 for the spring semester. The order is reflected in the Higher Education Management Information System within two working days after its issuance.
4. Based on the data of the Higher Education Management Information System, the institution from which the student is being transferred issues an order to terminate the student status of the person enrolled at another educational institution. Also, within one week of the student's request, an extract from the order will be delivered, as well as an education document based on which the student was enrolled in this institution and other documentation from the student's personal file. An order on termination of student status and an electronic version of the corresponding information in the form established by the individual administrative and legal act of the Head of Management System shall be submitted to the Management System before October 7 in the fall semester or before March 7 in the spring semester.
5. A student enrolled by mobility must pass the academic and administrative registration; Failure to submit the above documents or failure to register within the prescribed period is grounds for declaring the order of admission to GTU invalid.
6. If a student submits with their personal file a document containing information about the courses taken during the last examination period, in that case, a new opinion may be made, indicating the year of study and additional courses to be taken.

4.12. Internal mobility

1. The student of a Bachelor's/Certified medical worker's one-level educational program, Master's program, or Doctoral program (including student whose status has been suspended) has the right to change his educational program within the framework of GTU. (No. 01-05-04/87 of 14.07.2022)
2. GTU has the right to announce internal mobility twice a year in accordance with the rules it has established.
3. GTU has the right to announce extraordinary internal mobility in accordance with the rules it has established in case of refusal of accreditation of its educational program or cancellation of accreditation or in case of cancellation of educational program by GTU.
4. Internal mobility may be carried out within one level of higher education. Mobility from a professional education program to a Bachelor's degree educational program shall not be allowed.
5. A first-year student's eligibility to participate in internal mobility, except for a transfer student to a higher education program operated in collaboration between Georgian Technical University

and San Diego State University, arises after one semester of study. The study period does not include any time during which the student's status was suspended.

6. Internal mobility is carried out within the terms established under the order of the Rector of the GTU. By the Resolution of the Academic Council, internal mobility can be carried out on an individual basis.

7. The Faculty determines the compatibility of learning outcomes achieved by the internal mobility applicant within the educational program completed by him with the educational programs proposed by the Faculty and decides on the recognition of appropriate credits, similar to subparagraphs 1 to 7 of paragraph 10 and subparagraph 6 of paragraph 11 of this Article.

8. Transfer of a student by internal mobility is formalized by the order of the Rector of the GTU. After completing the internal mobility process, GTU is obliged within two weeks to provide the results of internal mobility to the Management System.

Article 5. - *repealed* (No. 01-05-04/231 of 21.08.2019, No. 01-05-04/92 of 20.07.2021)

Article 6. Educational Exchange Program

1. Before entering into a student exchange agreement with an institution of higher education in a foreign country, the Georgian Technical University must obtain written information from the National Center for Educational Quality Enhancement on the recognition of the said institution of higher education under the laws of that country.

2. A student participating in an educational exchange program of a higher education institution recognized under the laws of a foreign country, who has obtained student status at a higher education institution recognized in a foreign country, continues to study at the Georgian Technical University at an appropriate level of higher education, on the basis of the act issued by the Rector of the GTU.

3. A student of the Georgian Technical University participating in an educational exchange program continues to study at a partner institution of higher education in a foreign country under the procedures established by the legislation of that country.

4. It is not allowed to suspend the student status of a student participating in an educational exchange program who has left Georgia within the framework of an educational exchange program. With regard to his departure and return are issued acts of the Rector of the GTU. For the period of the departure from Georgia, the student's financial obligations to GTU are preserved.

5. A student participating in an educational exchange program who comes from a foreign country within the framework of an educational exchange program is not counted at Georgian Technical University in the total number of students determined for it. With regard to his arrival and completion of studies are issued acts of the Rector of GTU.

6. In the case of agreement on the implementation of an exchange program and/or mutual recognition of credits between GTU and an institution in another country, GTU may obtain from the LEPL - National Center for Educational Quality Enhancement prior consent, which constitutes grounds for the automatic recognition of education received while studying abroad as part of this exchange program. In this case, the education received during the period of study abroad within the framework of this exchange program will be considered recognized.
7. In order to obtain the prior consent referred to in paragraph 6 of this Article, the GTU must submit to the Center an agreement on implementing an exchange program and/or mutual recognition of credits between the GTU and an educational institution in another country. The procedure for recognition of education specified in the submitted agreement must comply with the legislation governing the recognition of education received abroad.
8. For the purpose of the recognition of education received during the period of study abroad within the framework of an exchange program, on the basis of the application of the person concerned, GTU determines the compatibility of the learning outcomes obtained by the person during the period of study abroad with its educational programs and develops an opinion on the recognition of relevant credits. (No. 01-05-04/92 of 20.07.2021)
9. Credits acquired within the program of a hosting institution in which enrollment and tuition were carried out under the procedure established by the legislation should be recognized. (No. 01-05-04/92 of 20.07.2021)
10. As a result of examining the content, it is possible to establish compliance between the courses taken by the person during study abroad and the courses provided by the GTU educational program, regardless of the difference in their titles. (No. 01-05-04/92 of 20.07.2021)
11. It is allowed to recognize the education course not provided by the GTU educational program. (No. 01-05-04/92 of 20.07.2021)
12. The GTU has the right to calculate the student's credit load under the procedure established by the legislation in the case of an educational program that is not completed in accordance with the European credit transfer system. (No. 01-05-04/92 of 20.07.2021)
13. An opinion is made based on the decision of a Commission appointed by the GTU Admissions Faculty. The Commission consists of the Dean of the Faculty, the Head of Quality Assurance Services, the Head of the relevant academic department, and the Head of the Educational Program. The Commission's decision is reviewed by the Head of the Educational Process Management Department and approved by the Vice-Rector of the GTU. The opinion shall indicate the compliance of the educational program completed by the student with the GTU program and the number of credits recognized. The student has the right to review the draft opinion and to participate in its correction. (No. 01-05-04/92 of 20.07.2021, No. 01-05-04/87 of 14.07.2022)

Article 7. Joint Education Program

1. A joint higher education program is an educational program that is implemented between the Georgian Technical University and a higher education institution(s) of Georgia and/or a higher education institution recognized under the legislation of a foreign country, as well as between the Georgian Technical University and an independent research unit/legal entity of public law within the University - a legal entity of public law - a research institution/legal entity of public law - a research institution, based on the agreement on the implementation of a joint higher education program, and upon completion of which a document(s) confirming higher education is issued in accordance with the procedure established by the statute of GTU and on the basis of the agreement on the implementation of a joint higher education program.
2. To implement a joint higher education program, the agreement that determines the content and forms of implementation of a joint higher education program shall be signed between the GTU and other higher education institution(s) that implement it. The draft agreement under this paragraph must be agreed with the National Centre for Educational Quality Enhancement.
3. Once a joint higher education program is completed, a joint academic degree shall be awarded by GTU and a higher education institution(s) implementing the program, which will be determined under an appropriate agreement.
4. A citizen of Georgia shall be enrolled in a joint higher education program under the procedure established by the legislation of Georgia. The other person will be enrolled in a joint higher education program under the procedure established by the respective country's legislation, in one of the higher education institutions determined by prior agreement between the institutions implementing the program.
5. A student enrolled in a joint higher education program of several higher education institutions in Georgia is counted at each institution of higher education in the total number of students determined for them.

Article 8. Confirmation of Authenticity of Educational Documents Issued in Georgia and Recognition of Education Received Abroad

(No.01-05-04/92 of 20.07.2021)

1. Confirmation of Authenticity of educational documents issued in Georgia and recognition of education shall be carried out by a legal entity of public law - National Center for Educational Quality Enhancement (hereinafter - the Center) in accordance with the international treaties of Georgia, legislative and subordinate regulatory acts of Georgia and this rule.
2. Georgian Technical University participates in the processes of authentication of educational documents issued in Georgia and recognition of education received abroad, as well as recognition of education received abroad by persons with international protection status, within the scope of

authority determined by the Order of the Minister of Education and Science of Georgia No. 98/N of October 1, 2010 "On the rule for Confirmation of Authenticity of Educational Documents Issued in Georgia and Recognition of Education Received Abroad."

3. The state recognition of higher education received by persons enrolled in a licensed institution of higher education (hereinafter - recognition of higher education) implies a determination of compliance of the learning outcomes obtained by a person enrolled in a licensed institution of higher education, whose period of study is not fully/partially recognized by the state, with the learning outcomes provided by the components of the relevant educational program recognized by the state.

4. A prerequisite for the recognition of higher education is the enrollment of a person in a higher education institution under the procedure established by the legislation of Georgia.

5. After processing the application of the person concerned, the Center is authorized to request the Georgian Technical University, for the purposes of the educational program in which the applicant wishes to obtain recognition of higher education, additional information on the issue of recognition of education of the concerned person. After processing the application of the person concerned, the Center shall send the documents attached to the application to the Georgian Technical University.

6. The Center, with the involvement of the GTU, shall ensure conducting an examination of the components of the educational program, the purpose of which shall be to determine whether the person possesses the competencies provided for by a particular component of the respective educational program. On the basis of the opinion received from the GTU, the Center shall make the appropriate decision.

7. The rules for the conduct of the examination for those wishing the recognition of education and the topics of the examination are approved by an individual administrative act of the Dean of the respective Faculty, in coordination with the Department for Educational Process Management of the GTU. (No. 01-05-04/87 of 14.07.2022)

8. The rules for the conduct of the examination and topics of the examination, provided for in paragraph 6 of this Article, shall include:

- a) the dates, time, place, and duration of the examination(s);
- b) the composition of the examination and appeal commissions;
- c) the examination procedures;
- d) the list of examination questions;
- e) the rules of evaluation and appeal.

9. The party concerned must be informed of the examination at least two weeks in advance unless the party requires the examination to be held in a shorter period.

10. The recognition of education received abroad includes the recognition of academic qualifications acquired abroad or education received within the framework of a higher education program during the study period. The recognition of education received abroad does not mean the recognition of education received remotely at a foreign institution of higher education by a person staying on the territory of Georgia, in which case the educational process is not carried out fully or at least partially in the foreign country's territory within the contact hours of the professor and the student.
11. The application, submitted to the Center for the recognition of higher education received during study abroad, must be enclosed with an opinion of the GTU on the compliance of higher education received during study abroad with the educational program proposed by the GTU.
12. After processing an application for the recognition of higher education received during the period of study abroad, the Center determines the compatibility of the learning outcomes obtained during the period of study to the learning outcomes of the corresponding level of the national qualifications framework.
13. The Center shall recognize the learning outcomes obtained by a person at a higher education institution recognized in a foreign country in the educational component of the third-level education program. During the study abroad period (before the scientific thesis), the decision on the recognition of the research component performed within the framework of the educational program of Doctoral studies shall be made by the GTU, where the person wishes to continue their studies.
14. Based on the application of the person concerned in order to prepare an opinion referred to in paragraph 11 of this Article, the GTU determines the compatibility of learning outcomes achieved by the person during study abroad with the educational programs proposed by the GTU and draws an opinion on the recognition of appropriate credits.
15. Credits acquired within an educational institution program in which the enrollment and tuition were carried out under the procedure established by the legislation should be recognized.
16. As a result of examining the content, it is possible to establish compliance between the courses taken by the person during study abroad and the courses provided by the GTU educational program, regardless of the difference in their titles.
17. It is allowed to recognize the education course not provided by the educational program of the hosting institution.
18. The GTU has the right to calculate the student's credit load as provided by law in the case of an educational program not completed per the European credit transfer system.
19. Recognition is formalized in the form of an opinion based on the decision of a Commission appointed by the GTU Admissions Faculty. The Commission consists of the Dean of the Faculty, the Head of Quality Assurance Services, and the Head of the relevant academic department; the

decision of the Commission is reviewed by the Head of the Educational Process Management Department and approved by the Vice-Rector of the GTU. The opinion shall indicate the compliance of the educational program completed by the student with the GTU program and the number of credits recognized. (No.01-05-04/87 of 14.07.2022)

20. In the case of agreement on implementation of an exchange program and/or mutual recognition of credits between GTU and an institution in another country, the GTU is authorized, on the basis of prior consent obtained from the Center, to recognize higher education received while studying abroad, similar to Article 6 of this Instruction.

Article 9. Recognition of Higher Education Received in the Occupied Territories

(No.01-05-04/92 of 20.07.2021)

1. For the recognition of higher education received in the occupied territories, the person concerned must submit to the LEPL - National Center for Educational Quality Enhancement, together with other documents, the opinion issued by the higher education institution on the compliance of education received by the person concerned in the occupied territories with the educational program.

2. For the purpose of preparing the opinion referred to in paragraph 1 of this Article, the GTU, based on a request from the Center, by way of an examination, determines the compliance of the education received by the person concerned in the occupied territory with the educational programs proposed by the GTU and issues an opinion on the recognition of the subjects taken, grades received, and credit calculation.

3. If the grades received on the subjects taken by the person concerned do not correspond to the grading system stipulated under the Order of the Minister of Education and Science of Georgia №3, dated January 5, 2007, "On Approval of the Rules for Credit Calculation of Higher Education Programs" (hereinafter - the Rules for Credit Calculation of Higher Education Programs), GTU shall convert the grades received by the person concerned into grades specified by the grading system set forth in the Rules for Credit Calculation of Higher Education Programs.

4. In the absence of written data on the subjects taken by the person concerned and the grade obtained, the GTU shall conduct an examination in the subjects specified by the person concerned, evaluate him, and award credits. The examination is graded a maximum of 100 points. Article 4, paragraph 3 of the Rules for Credit Calculation of Higher Education Programs is applied in the evaluation. The person concerned must be informed of the examination at least two weeks in advance unless the party requires a shorter period of time for the examination. The Center must also be informed in advance of the examination.

5. The Center shall have the right to monitor the examination process provided in paragraph 4 of this Article.

Article 9¹. Recognition of learning outcomes obtained within one qualification for the purposes of another qualification.

(No.01-05-04/192 of 07.12.2021)

1. The GTU has the right to recognize the learning outcomes achieved by a person within an educational program of the corresponding level by completing another educational program of the same level of academic higher education in order to award the appropriate qualification.
 2. Credits acquired within the higher education program in which enrollment and tuition are carried out under the procedure established by the legislation should be recognized.
 3. For the recognition of credits, the GTU determines the compatibility of learning outcomes achieved by a person within another educational program of the same level of higher education with the corresponding higher education program and decides on the recognition of appropriate credits.
 4. Examining the content of the courses provided by the educational programs makes it possible to establish compliance between these courses, regardless of the difference in their titles.
 5. The GTU has the right to calculate the student's credit load under the procedure established by the legislation of Georgia in the case of an educational program that is not completed in accordance with the European credit transfer system. The GTU is also authorized to determine the compliance of the student's grades with the other grading system (see Appendix 2).
 6. It is allowed to recognize the education course not provided by the GTU educational program.
 7. If the grading system of the educational program completed by the student differs from the systems listed in Appendix 2, GTU has the right to request from the student additional information from the issuing institution
2. Recognition is formalized in the form of an opinion based on the decision of a Commission appointed by the GTU Admissions Faculty. The Commission comprises the Dean of the Faculty, the Head of Quality Assurance Services, and the Head(s) of the relevant academic department(s); the decision of the Commission is reviewed by the Head of the Educational Process Management Department and approved by the Vice-Rector of the GTU. The opinion shall indicate the compliance of the educational program completed by the student with the GTU program, the number of credits recognized, and the academic year/semester from which the student should continue his studies. The year/semester mentioned is determined based on the number of credits recognized and the prerequisites for the subjects to be taken. The opinion also identifies recommended semesters for taking unrecognized subjects from previous semesters. The student has the right to review the draft opinion and to participate in its correction. This part of the opinion constitutes grounds for signing the study agreement and the financial agreement with the student. Student tuition fee is determined in accordance with the number of credits corresponding

to the subjects that actually need to be taken. Where necessary, the student may be transferred to an individual study plan.

3. GTU (where applicable), based on the conditions stipulated by this Instruction, and the student's consent, develops a legal act on the change of year/semester of study.

Article 9². Recognition of credits accumulated by a certified specialist for the purpose of obtaining a Bachelor's academic degree (No.01-05-04/192 of 07.12.2021)

1. In the case of continuation of the educational program of the Bachelor's degree, credits accumulated by a certified specialist may be counted by GTU for the purpose of obtaining a Bachelor's degree. In order to study in the educational program for a Bachelor's degree, a certified specialist must be enrolled at GTU under the procedure established by the legislation of Georgia.

2. Credits acquired within of a professional higher education program in which enrollment and tuition are carried out under the procedure established by the legislation should be recognized.

3. For the recognition of credits, the GTU determines the compatibility of learning outcomes achieved by a person within the professional education program with the Bachelor's degree education program and decides on the recognition of appropriate credits.

4. Examining the content of the courses provided by the educational programs makes it possible to establish compliance between these courses, regardless of the difference in their titles.

5. It is allowed to recognize the education course not provided by the GTU educational program.

6. Other procedures related to the recognition of credits shall be carried out similarly to paragraphs 7 and 8 of Article 9¹.

Article 10. Reinstatement to Student Status

1. *repealed* (No.01-05-04/92, of 20.07.2021)

2. *repealed* (No.01-05-04/92, of 20.07.2021)

3. A person whose student status is suspended has the right to apply to the Rector to reinstate the student status within the period specified in Article 4, paragraph 3, subparagraph 7, no later than two weeks before the beginning of the following semester (except for the case provided for in paragraph 14 of Article 10 of the "Instruction on the Management of the Educational Process at GTU"). Student status can be reinstated to such a person from the beginning of the next semester.

(No. 01-05-04/92 of 20.07.2021)

4. A person whose student status is suspended generally continues the studies from the semester in which his student status was suspended; In order to better organize the educational process, the person whose status is suspended may, upon reinstatement, continue studies from another

semester, with consideration of 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 Educational Process and Creating an Inclusive Educational Environment

1. The GTU implements inclusive education, which means including students with special educational needs in the educational process and ensuring the creation of an appropriate educational environment for them.
2. For students with special educational needs GTU shall develop an individual study plan, which will be based on the educational program and represent its modification (qualitative or quantitative change in achievable learning outcomes) and/or accommodation (changes in approaches to teaching and evaluation without changes in achievable learning outcomes) and, accordingly, specify additional educational services needed for students with special educational needs.
3. The individual study plan will be used as a reference point for the educational process of a student with special educational needs. As part of the individual study plan, the ongoing evaluation of the student with special educational needs will be conducted individually, in respect of the established achievable learning outcomes, and the final grade and award of credits - in respect of the requirements of the educational program/module.
4. For students with special educational needs, the GTU ensures the accessibility of the institution's physical environment by providing appropriate infrastructure.

Article 12. Transitional Provisions

Prior to the entry into force of Order №10/N of the Minister of Education and Science of Georgia dated February 4, 2010 "On Approval of the Procedure for Transferring from a Higher Educational institution to Another Higher Educational Institution", an expelled /excluded student will be considered a person with suspended student status within ten years from the date of the order of expulsion / exclusion and during this period may apply to GTU to reinstate student status or exercise the right of mobility, if the reason for expulsion /exclusion is not the ground for the termination of student status established by the above Procedure. A person whose completed part of an educational program is considered to be recognized by the state in the manner prescribed by law, is also considered a person with suspended student status for a period of 10 years after graduation, in a regime recognized by the state.

*Department of Educational Process Management of Georgian Technical University
Approved by the Academic Council on February 13, 2019, by Resolution № 01-05-04/29.*

Amendments are made under resolutions:

August 21, 2019, Resolution №01-05-04/231;

July 20, 2021, Resolution №01-05-04/92;

December 7, 2021, Resolution №01-05-04/192;

July 14, 2022, Resolution №01-05-04/87.

Documents to be submitted with the application of applicants/Master's degree candidates/students for enrollment without passing unified national examinations/general Master's examinations:

1. Persons wishing to continue their studies without passing the unified national examinations must submit the following documents together with their application:
 - a) a copy of the document confirming citizenship;
 - b) a copy of the document confirming complete general or equivalent education in a foreign country;
 - c) to the application of the citizens of Georgia specified in subparagraph "b" of paragraph 9 of Article 1 of this Instruction must also be attached a document confirming complete general education in a foreign country during the last 2 years;
 - d) persons referred to in subparagraphs "c" and "d" of paragraph 9 of Article 1 of this Instruction, instead of the document specified in subparagraph "b" of this paragraph, must attach to the application a copy of the document confirming the credits acquired at a higher educational institution of a foreign country, or a document confirming the qualification issued by a higher educational institution recognized under the law of a foreign country;
 - e) the citizens of Georgia referred to in subparagraph "d" of paragraph 9 of Article 1 of this Instruction, in addition to the documents specified in subparagraphs "a" and "d" of this paragraph, must attach to the application a document confirming residence in a foreign country during the period of study at a higher educational institution of a foreign country (certificate of registration, residence permit or other document confirming the fact of a Georgian citizen's residence in the foreign country. Residency in a foreign country is understood as a stay in a foreign country for at least 75 days during one semester).

2. Persons wishing to continue their studies without passing the general Master's examinations must submit the following documents together with their application:
 - a) a copy of the document confirming citizenship;
 - b) a copy of the document confirming the corresponding qualification on higher education issued by the institution of higher education recognized by a foreign country;
 - c) persons referred to in subparagraphs "b" and "c" of paragraph 10 of Article 1 of this Instruction, instead of the document specified in subparagraph "b" of this paragraph, must attach to the application a copy of the document confirming the credits acquired in a Master's program at a higher educational institution of a foreign country, or a document confirming the Master's degree or equivalent academic degree, issued by a higher educational institution recognized under the law of a foreign country;
 - d) the citizens of Georgia referred to in subparagraph "c" of paragraph 10 of Article 1 of this Instruction, in addition to the documents specified in subparagraphs "a" and "c" of this paragraph, must attach to the application a document confirming residence in a foreign country during the period of study at a higher educational institution of a foreign country (certificate of registration, residence permit or other document confirming the fact of a

- Georgian citizen's residence in the foreign country. Residency in a foreign country is understood as a stay in a foreign country for at least 75 days during one semester).
- e) candidates for the Master's degree referred to in subparagraph "d" of paragraph 10 of Article 1 of this Instruction, in addition to the document provided for in subparagraph "a" of this paragraph, must submit:
 - e.a) copies of the document confirming the corresponding qualification - diploma and diploma supplement, obtained as a result of enrollment in accordance with the procedure established by paragraph 9 of Article 1 of this Instruction;
 - e.b) an act of the head of the institution of higher education, confirming the enrollment of the person at the first level of higher education in a higher education institution in the manner prescribed by paragraph 1 of this Article.
 - f) candidates for the Master's degree referred to in subparagraph "e" of paragraph 10 of Article 1 of this Instruction, in addition to the document provided for in subparagraph "a" of this paragraph, must submit a copy of the document confirming the corresponding qualification - diploma obtained as a result of enrollment in accordance with the procedure established by subparagraph "e" of paragraph 10 of Article 1 of this Instruction.
3. The application of a stateless person must be accompanied by a copy of the certificate of residence instead of the document proving citizenship.
 4. Documents drawn up in a foreign language must be translated into Georgian and notarized.

The rules for credit calculation for student load when the educational program completed by them is not accomplished in accordance with the European Credit Transfer and Accumulation System

(No.01-05-04/92 of 20.07.2021)

1. 1 UK credit equals 0.5 ECTS credits;
2. The correspondence of the course load given in contact hours is determined as follows:
 - 1-50 hours equal to 3 credits;
 - 51-80 hours equal to 4 credits;
 - 81-120 hours equal to 5 credits;
 - 121-160 hours equal to 6 credits.
3. The correspondence of the grades received by the student is determined as follows:

Grades/points of pre-existing grading systems	ECTS grade points	
Grades of the five-point grading scale	5 (Excellent)	91-100 (average - 96)
	4 (Good)	71-90 (average - 81)
	3 (Satisfactory)	51-70 (average - 61)
	Passed	Points corresponding to the arithmetic mean of the positive grades received
Grades corresponding to UK credit (points)	81-100 (Excellent)	91-100 (average - 96)
	61-80 (Good)	71-90 (average - 81)
	40-60 (Satisfactory)	51-70 (average - 61)
Grades at the French-Georgian Institute of the Faculty of Informatics and Management 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 GPA (Grade Point Average) the number of credits/hours of each education course and research component (in case the latter is calculated in credits/hours) is multiplied by the corresponding conditional grade points (scores) received for the same education course/research component, and the sum of these products is divided into the total number of credits/hours. (No.01-05-04/192, of 07.12.2021)

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

a) based on ECTS points

Points	Indicator	Evaluation	Grading classification	Conditional 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	Did not pass	Negative	0,00
0 - 40	F	Fail	Negative	

b) based on the corresponding UK credit points

Points	Evaluation	Grading classification	Conditional 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) based on the five-point grading

Score	Evaluation	Grading classification	Conditional GPA
5	Excellent	Positive	4,0
4	Good	Positive	2,5
3	Satisfactory	Positive	1,0
2	Unsatisfactory	Negative	0,0

c) based on the evaluations (20 points) at the French-Georgian Institute of the Faculty of Informatics and Management Systems of the Georgian Technical University

Points	Evaluation	Grading classification	Conditional 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

**Indicators selected for the purpose of planning the total contingent of students of Georgian
Technical University
(No.01-05-04/231, of 21.08.2019)**

№	Name of indicators
1	The ratio of the number of academic, scientific, and invited personnel to the number of students
2	The ratio of the number of administrative personnel to the number of students
3	The ratio of the number of affiliated personnel to the number of students
4	The ratio of the number of supervisors to the number of doctoral students
5	The ratio of the number of supervisors to the number of Master's students
6	The retention rate of academic personnel, %
7	The retention rate of invited personnel, %+
8	The retention rate of administrative and support personnel, %
9	The employment rate of graduates, %
10	The employment rate of graduates by acquired qualification, %
11	Ph.D. thesis defense rate, %
12	The ratio of the amount of money allocated to research/art, development, and creative activities to the number of students
13	The ratio of total floor space to the number of students, m ²
14	The ratio of teaching space to the number of students, m ²