

Order N 10/N
Of the Minister of Education and Science of Georgia
4 February 2010, Tbilisi

**On the Approval of the Procedure of Movement between Higher
Education Institutions**

Based on Paragraph 1(j²) of Article 7 of the Law of Georgia on Higher Education and Paragraph 2(k) of Article 3 of the Regulation approved by Resolution M37 of the Government of Georgia on the Approval of the Regulation of the Ministry of Education and Science of Georgia, dated 21 May 2004, I hereby order:

1. To approve the Procedure of Movement between Higher Education Institutions, as per Annex to this Order;
2. To put this Order into force upon its publication.

D.Shashkin

Procedure of Movement between Higher Education Institutions

Article 1. Scope of Regulation *(28.06.2011 N 113/5)*

The Procedure of Movement between Higher Education Institutions (HEI) (hereinafter the Procedure) shall regulate the free movement of students from a HEI to another HEI (hereinafter the Mobility).

Article 2. Administration of Student Mobility Procedures

1. The student mobility procedures shall be administered by the Legal Entity of Public Law – National Centre for Educational Quality Enhancement (NCEQE) *(28.06.2011 N 113/5)*
2. For the purpose of administration of student mobility procedures the NCEQE electronic portal shall be created (hereinafter the Electronic Portal), which shall reflect the information concerning student vacancies registered for mobility purposes according to faculties or educational programmes, personal data of the applicants for student mobility and publish the list of candidates for enrolment through mobility procedures.
3. The individual administrative law acts of the NCEQE Director shall provide for:
 - a) timelines for the registration of student vacancies for mobility purposes by HEIs, according to faculties or educational programmes;
 - b) timelines for the registration of applicants for student mobility;
 - c) timelines for the submission of draft legal acts of the HEIs on the enrolment of students through mobility procedures to the NCEQE;
 - d) procedure of administration of the electronic portal;

Article 3. Persons Enjoying the Right to Mobility

1. The right to mobility can be enjoyed by any individual who enrolled in a HEI through procedure, envisaged by law and who is a student of the HEI for the moment of registration on the electronic portal as an applicant for student mobility. *(28.06.2011 N 113/6)*
2. The right to mobility can be enjoyed by an individual, envisaged by Paragraph 1 of this Article, whose status of a HEI student had been suspended for the moment of registration on the electronic portal, also by an individual who has successfully sit the Unified National Exams but is unable to apply to the HEI listed on the Ranking Paper approved by the Minister of Education and Science of Georgia because the HEI concerned was liquidated without nomination of a legal successor, the authorisation of the HEI was withdrawn or the educational programme is no more implemented. *(6.09.2011 N150/6)*
3. Suspension of student status shall mean relieving a HEI and a student from the discharge of respective rights and obligations without termination of student status.
4. The grounds for the suspension of student status shall be as follows: academic leave; illness; studying abroad in a HEI; financial indebtedness or other circumstances envisaged by the HEI statute. After the expiry of 5 years following the suspension of student status the student status of the individual concerned shall be terminated, except for the cases envisaged by law.
5. The grounds for the termination of student status shall be defined by the HEI statute and can be related to inability to attain the learning outcomes envisaged by HEI educational programme/programmes or commitment of an action which is incompatible with student status. The legal consequences envisaged by a legal act on the termination of student status shall occur after the expiry of twelve months following the issuance of the order. During this period the student status shall be regarded as suspended and the student shall be entitled to enjoy the right to mobility except for the case, when the grounds for the termination of student status is incompatible with the statute of receiving HEI *(4.10.2011 N 165/6)*
6. In the case of termination of student status it can be renewed according to the procedure, envisaged by law.
7. An individual with suspended student status shall not be included into student quota of a HEI. With a view to accounting the number of students, the HEI shall be required to ensure the registration of suspension of student status in the Register of Educational Institutions (hereinafter the Register) *(28.06.2011 N 113/6)*
8. Student status can be renewed in the HEI, where the status was suspended, in excess to student quota. In this case the number of students, enrolled in a HEI, shall be deducted from student quota to be enrolled in the HEI concerned for the next year. *(28.06.2011 N 113/6)*
9. For the purposes of this Procedure the students, whose HEIs were liquidated without nomination of legal successors shall be regarded as students with suspended status and

the terms and conditions envisaged by this Procedure shall not apply thereto.

Article 4. Limitation of the Right to Mobility *(28.06.2011 N 113/5)*

1. Mobility can take place within the same cycle of higher education. For the purposes of this Procedure the educational programmes in medicine/dentistry/veterinary shall be regarded as compatible with an educational programme of the first cycle of academic higher education. No mobility can take place from a professional education programme to bachelor education programme.
2. A student shall acquire the right to mobility after a year of study at the respective cycle of higher education. The period of suspension of student status shall not be counted towards study period. Whenever a HEI is liquidated without nomination of a legal successor, the authorisation of the HEI was withdrawn or the educational programme is no more implemented, a student shall acquire the right to mobility irrespective of the duration of the period of study. *(6.09.2011 N150/5)*

Article 5. Registration of Student Vacancies by a HEI

1. Student mobility can take place twice a calendar year, within timelines, established by the NCEQE, with due consideration of Paragraph 4 of Article 9 of this Procedure.
2. A HEI shall be entitled to register student vacancies on the electronic portal according to cycles and faculties or educational programmes;
3. The NCEQE shall verify the compatibility of the data, submitted by a HEI for registration purposes, with student quota set for the HEI concerned and data concerning the educational programmes of the HEI. During the verification the NCEQE shall rely on data contained in the Register. Non-entry of the necessary information into the Register by the HEI shall become the grounds for making a decision on deficiency and in the case of non-removal of the deficiency concerned – for the refusal to registration of student vacancies for mobility purposes. *(28.06.2011 N 113/5)*

Article 6. Procedure of Registration of Applicants for Student Mobility

1. A student shall acquire the status of an applicant for student mobility through the registration of the electronic portal.
2. A student shall be entitled to select maximum 5 faculties or educational programmes. In the case of registration for several faculties or educational programmes the student shall be required to define their priority.

Article 7. Acquisition of the Right to Enrol in a HEI through Mobility Procedures

1. When the number of applicants for student mobility to a HEI faculty or educational programme exceeds the number of registered vacancies, the enrolment right shall be acquired by the number of students adequate to the number of registered vacancies whose performance at the Unified National/Master's Exams exceeds the respective performance of the other applicants for student mobility. In the case of Doctoral studies

the right to mobility shall be acquired in full compliance with the enrolment preconditions, established by receiving HEI.

2. If according to this Article 2 or more students are contesting for the last vacancy, the HEI, in agreement with the NCEQE, shall make a decision on addition of vacancy/vacancies for the programme concerned. When there is no student vacancy within the HEI student quota, the NCEQE, against a submission of the HEI, shall add the places for enrolment of students in amount, necessary for the enrolment of applicants for student mobility with equal grade point under this Paragraph. In this case the number of added vacancies shall be deducted from the number of students to be admitted by the HEI concerned for the next year.
3. An applicant shall acquire the right to enrolment for the respective faculty or educational programme of the HEI according to priorities registered thereby on the electronic portal, in accordance with the procedure envisaged by Paragraphs 1 and 2 of this Article.
4. The unified list of persons, willing to enrol for a respective faculty or educational programme of the HEI shall be published on the electronic portal; following that the applicants for student mobility shall be entitled to apply to receiving HEI for enrolment. An application should be supplemented by the copy of the educational document on the basis of which the person concerned enrolled in the HEI and also the copies of the other documents from student's file. The obstruction of the acceptance of the copies under this Paragraph shall be prohibited.
5. An applicant, who fails to apply to the HEI within timelines, established by the HEI, shall miss the right to enrol for the faculty or educational programme concerned, except for cases, envisaged by law.

Article 8. Compatibility of Educational Programmes

1. A HEI shall establish the compatibility of the learning outcomes attained by an applicant for student mobility within some other educational programme with the programmes offered by the HEI concerned and make a decision on the recognition of the respective amount of credits.
2. Subject to recognition shall be the credits accumulated within the framework of the programme, the applicant enrolled for and studied commensurate with the procedure, established by law.
3. It is possible to establish the conceptual compatibility between the study courses of an educational programme studied by the student and those of the receiving HEI irrespective of the difference in their titles.
4. It is possible to recognise the study course, which is not envisaged by the educational programme of the receiving HEI.
5. The HEI shall be entitled to calculate student load in credits commensurate with the procedure established by law with respect to an educational programme which is not developed according to the ECTS system.

6. Credits of a higher education programme, on the basis of which the qualification is to be awarded, cannot be recognised for the purposes of the other educational programme except for the case of recognition of credits, accumulated within the educational programme of a certified specialist, for bachelor educational programme.
7. A HEI shall be entitled to establish the compatibility of the knowledge and skills of an applicant for student mobility through an interview or examination. Absence of such compatibility shall become the ground for refusal to enrol an individual through mobility procedure.
8. The recognition shall be recorded in a well-substantiated decision of an authorised body of the receiving HEI, with a reference to the compatibility of the educational programme, taken by a student with the educational programme of the receiving HEI, as well as the number of credits.
9. Based on mobility terms and conditions, envisaged by this Procedure and the consent of the applicant for student mobility the HEI shall draft a legal act on the enrolment of the student through mobility procedure.

Article 9. Issuance of Student Mobility Related Acts

1. A HEI shall provide the NCEQE with a draft order on the enrolment of a student, on the basis of which draft the NCEQE shall verify the compatibility of student data contained in draft order with the requirements of this Procedure, data of the Register and electronic portal and issue an opinion on allowing the enrolment of students, mentioned in the draft order through mobility procedures. The NCEQE shall be entitled to request additional information, which is not entered into the Register.
2. Based on the NCEQE opinion an order shall be issued on the termination of student status of persons, having the right to enrol in another HEI and within a period of 1 week following the application of the student an except from the order shall be issued, as well as the educational document, on the basis of which the person concerned enrolled at the HEI concerned, and the other documents from student's file.
3. After the receipt of a positive opinion of the NCEQE the HWI shall issue an order on the enrolment of students through mobility procedures.
4. An order of the authorised body of the HEI on the enrolment of students through mobility procedures shall be issued before 1st of October in fall semester or before 1st of March in spring semester. Within a period of 7 days following the issuance thereof the order shall be sent to the NCEQE and the mobility of the respective student shall be recorded in the Register.

Article 10. Transitional Provisions

1. A student stricken off before the entry of this Procedure into force shall be regarded as a person with suspended student status for a period of ten years from the date of issuance of an order on striking off. During this period the student shall be entitled to apply to the HEI and request the renewal of the student status or enjoy the right to mobility, provided

that the ground of striking off is not one of the grounds for termination of student status under this Procedure. A person, whose part of educational programme taken is recognised by the state according to procedure, envisaged by law, shall also be regarded as a person with suspended student status for a period of 10 years from the moment of termination of education under the state-recognised regime. *(28.06.2011 N 113/5)*

2. The students who enrolled for educational programmes without sitting Unified National/Unified Master's Exams shall acquire the right to mobility in accordance with the preconditions set by the receiving HEI. These persons can be enrolled in excess to the number of student vacancies, registered for mobility purposes. In this case the total number of students enrolled in excess to student quota shall be deducted from the number of students to be admitted for the next academic year by the HEI concerned.
3. The order of the authorised body of the HEI on the enrolment of students through mobility procedures in fall semester 2011 shall be issued before 7 October. The Order shall be sent to the NCEQE within a period of 7 days following the issuance of the Order and the mobility of the respective students shall be registered in the Register. *(29.09.2011 N 163/5)*