

“Bau International University Batumi” LLC

Regulation on

Student Status and Mobility

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Chapter I. Introduction

Article 1. General provisions

1. The regulation on "Student Status and Mobility" (hereinafter - the Regulation) regulates the procedures for obtaining, suspending, terminating of student status and mobility of "Bau International University, Batumi" LLC (hereinafter - "the University").
2. The purpose of the regulation is to provide organizational support for the activities of the university, within the framework of Georgian legislation, to promote the protection of the student's legal interests and their realization in the process of determining the student's status and its change by introducing the relevant legal framework.
3. This regulation is developed in accordance with the Law of Georgia "On Higher Education" and by-laws regulating higher education in force in Georgia, among them according to the Order N 19/N of Ministry of Education and Science of Georgia dated as of 18 February 2011 year, "On the Approval of the Regulations for Conducting Unified National Exams and the Rules for the Distribution of State Education Grants", to the order N 224/N of Ministry of Education and Science of Georgia dated as of 29 December 2011 year, "On Approval of the Procedure for Submission and Review of Documents by Entrants/master's degree candidates/students who have the right to study without passing unified national exams/common master's exams", according to the order N 10/N of Ministry of Education and Science of Georgia dated as of 4 February, 2010 year, "On Approval of the Procedure for Transferring from a Higher Educational Institution to Another Higher Educational Institution", to the order N 127/N of Ministry of Education and Science of Georgia dated as of 22 July, 2011 year on "On Approval of the Procedure for Producing the Register of Educational Institutions" and according to the order N 98/N of Ministry of Education and Science of Georgia dated as of first October, 2010 year, "On Confirmation of the Authenticity of Educational Documents Issued in Georgia and Approval of the Procedure and Fees for Recognition of Education Received Abroad".
4. The legal acts of the University related to the status of the University student and its change shall be adopted based on this Regulation and shall be in accordance with it. In the event of a discrepancy between the regulations and the norms of other legal acts of the University, the Regulation has superior legal force over other legal acts of the University.
5. The issue related to the regulation of the status of a university student, which is not regulated by this Regulation and/or by the legal acts of the university adopted on its basis, is regulated, or interpreted in accordance with the norms of the current legislation of Georgia.
6. Compliance with the requirements of this provision is mandatory for all employees of the university, students, entrants, or persons, involved in the process of obtaining, suspending, terminating of student status and mobility in the University.

Article 2. Definition of Terms

1. The terms used in this provision have the following meaning:
 - a) **University** - "Bau International University, Batumi" LLC
 - b) **Mobility** (transfer) means the free movement of students to participate in learning, teaching and research processes, both between Georgian and foreign higher educational institutions.
 - c) **Electronic Portal** - Electronic portal of mobility created by LEPL Education Management Information System.
 - d) **Recognition of education received abroad** - recognition of qualifications received abroad by the National Center for the Education Quality Enhancement or education received within the framework of a higher education program during the period of study abroad;
 - e) **Student** - a person who, in accordance with the legislation in force in Georgia and the legal acts of the university, has enrolled and is studying at the university to complete a higher education program.
 - f) **Examination commission** - a commission created by the individual-administrative legal act of the Rector, which conducts interviews with applicants or conducts an exam and provides a recommendation to the Rector.
 - g) **Mobility Commission** - a commission established by the Rector's individual-administrative legal act, which conducts interviews or exams with students who wish to transfer and provides a recommendation to the Rector.
 - h) **Electronic learning process management system** - internal electronic management system of the university, where the following information is placed: student registration, academic performance, study plan, sources, and personal file of the student.
 - i) **Ministry** - Ministry of Education, Science and Youth of Georgia.
 - j) **University internal registration** - a combination of administrative, financial and academic registration procedures in the university.
 - k) **Administrative registration**- submission of documents defined by this provision to the university;
 - l) **Financial Registration** - signing of an educational service agreement between the university and the student and payment of tuition fees if the terms of the agreement provide for it.
 - m) **Academic registration** - selection of study courses to be taken in the relevant study semester through the electronic system of study/teaching process management.

Chapter II. Student Status

Article 3. Concept of Student Status

1. A student is a person who, in accordance with the legislation of Georgia and the legal acts of the university, is enrolled in the higher education program implemented by him/her at the university.
2. Student status can be obtained:
 - a) With the results of the unified national exams - for the persons specified in the first paragraph of Article 4 of this regulation.
 - b) Without unified national exams - for persons specified in the first paragraph of Article 5 of this regulation.
 - c) By mobility - for the persons specified in Chapter IV of this Regulation.

Article 4. Obtaining Student Status Through the Unified National Exams

1. The status of a student at the University is obtained through Unified National Exams for citizens of Georgia, citizens of foreign countries and stateless persons who have received a complete general education in Georgia.
2. On the basis of Unified National Exams, entrants will be admitted to educational programs according to the ranking of the coefficients assigned by the University to the exam subjects in accordance with the number of admission places registered on the Unified National Exams.
3. Enrollment in the educational program at the University is granted to the entrant who, based on the ranking of the coefficients of the points obtained at the Unified National Exams, has the right to study at the relevant program of the University.
4. After the entrant obtains the right to enroll in the University in accordance with the requirements of this article, the necessary prerequisite for his enrollment in the University is to undergo administrative and financial registration within the terms established by the Order of the Rector, which will be published on the official website of the University. The duration of the entrant registration period cannot be less than 10 calendar days after the publication of the information on the entrant registration on the website.
5. For administrative registration, the student must submit the following documents both physically and electronically:
 - a) Statement in the name of the Rector of the University;
 - b) A notarized copy of the document confirming complete general education;
 - c) A copy of the identity card, or, in the case of a minor applicant, a copy of the birth certificate and a copy of the identity card of the legal representative;
 - d) 2 photographs 3X4;
 - e) Document confirming being on military registration (for persons subject to military registration);
6. After administrative registration, a student's profile is created in the electronic educational process management system, where the student's data is entered, the student is assigned an individual username and password, by using which the student uses the electronic system.

7. After passing the administrative registration, the student goes through the financial registration. Financial registration involves the conclusion of a service agreement between the University and the student.
8. After passing the administrative and financial registration, the Rector issues an individual-legal act - an Order on the enrollment of the students based on the results of the Unified National Exams.
9. The unified Order of the Rector on the enrollment of students through the Unified National Exams is issued no later than the first of October of the relevant calendar year and is sent to the Ministry within 15 days of its issuance.
10. As soon as the Rector issues the student's enrollment Order, the Student Services and Career Development Department is obliged to start processing the student's personal file.
11. The Department of Student Support and Career Development is obliged to reflect the student's enrollment in the Register of Educational Institutions within the period established by the law from the issuance of the Rector's legal act.
12. A student who fails to complete financial and administrative registration within the period determined/established, will not obtain the student status, and will not be admitted to the academic registration.
13. An entrant who, based on the results of the Unified National Exams, has the right to enroll in the University, but does not pass the administrative registration within the deadline set by the University, has the right to apply to the university with a request for enrollment from the issuance of the rector's unified order until June of the following year. The university is obliged to satisfy the person's request and issue an enrollment order, to ensure the person's admission to the educational process and the achievement of the study results in accordance with the law.

Article 5. Obtaining Student Status Without Unified National Exams

1. Obtaining the status of a university student without passing Unified National Exams is allowed:
 - a) For citizens of a foreign country and stateless persons who received a complete general or equivalent education in a foreign country;
 - b) For citizens of foreign countries and stateless persons (except for those persons who are citizens of Georgia at the same time) who have received full general or equivalent education in Georgia according to foreign or international programs recognized by Georgia;
 - c) For citizens of Georgia who received full general education or its equivalent in a foreign country and studied the last 2 years of full general education in a foreign country;
 - d) For citizens of foreign countries (except for students participating in a joint higher education program and students participating in an exchange education program), who study/studied and received credits/qualifications in a foreign country in a higher education institution recognized in accordance with the legislation of that country;
 - e) For citizens of Georgia (except for students participating in the joint higher education program and students participating in the exchange education program), who live/lived, study/studied and received credits/qualification in a foreign country in a higher educational institution recognized in accordance with the legislation of this country.

2. Obtaining the status of a student at the university for the entrants of the category named in the first Clause of this Article is carried out without passing the Unified National Exams, in accordance with the legislation of Georgia and this Regulation.
3. The process of obtaining student status without passing the Unified National Exams includes the following stages:
 - a) Registration at the University as an entrant;
 - b) Payment of education recognition fee;
 - c) Interview with the applicant;
 - d) Recognition of education received abroad;
 - e) Granting the applicant, the right to enroll in the University;
 - f) Interview/examination in specialty and/or English language;
 - g) Internal university registration of the entrant, within the terms set by the Rector's Order;
 - h) Drawing up a draft of the legal act of student enrollment and enrolling the student based on the Order of the Rector.
 - i) Reflection of the student in the Register of Educational Institutions.
4. To register as an entrant, the person specified in the first Clause of this Article must fill out the online application form, which is posted on the official website of the University, and attach and/or submit the following documents to the University:
 - a) A copy of the document confirming complete general education;
 - b) Copy of complete general education transcript (mark sheet);
 - c) A certificate issued by institution about studying in a educational institution of a foreign country and courses completed during the period of study, indicating the evaluations of the relevant educational components and, if any, credits (in the case of studying in a higher educational institution of a foreign country).
 - d) Copy of passport;
 - e) B1 level international certificate of English language (if available).
 - f) Power of attorney regarding the recognition of documents confirming the education of the entrant by the university in accordance with the law.
 - g) Consent to the processing of information containing personal data of the entrant by the University in the process of obtaining student status and during the period of student status at the University.
5. After the completion of the procedure provided for in paragraph 4 of this article, the University sends the letter "Conditional acceptance" to the applicant. Within the period mentioned in the letter, the entrant pays the fee for the document recognition procedure in the amount equivalent to 500 US dollars in GEL.
6. After paying the fee, an electronic interview is conducted with the applicant. The purpose of the interview is to assess the entrant's motivation and competence in the field and communication in English. The interview is recorded by the University. Based on the results of the interview and the assessment of the application, the conditions for the admission of the applicant to the educational program are determined (interview, test in English language, test in bioscience subjects) in accordance with Article 6 of this Regulation.

7. Recognition of credits received in a higher educational institution of a foreign country for applicants who have received credits in a higher educational institution of a foreign country is carried out in accordance with Article 17 of this Regulation. The conclusion of recognition of credits is communicated to the student, who confirms his/her consent to the recognition of the relevant credits by signing the recognition form.
8. After the completion of the procedures stipulated in this article, the university applies to the LEPL National Center for Education Quality Enhancement with a request to recognize the education received by the applicant abroad and to grant the right to enroll in the University. The request for granting the right to enroll is issued in relation to those students who have shown the highest results in the examination(s) conducted by the university, in accordance with Article 6 of this Regulation, in accordance with the admission places announced within the limit of the number of student quota.
9. Based on the recognition of the education received abroad, the order of the Ministry of Education, Science and Youth of Georgia is issued on obtaining the right to study at the University educational program of the applicant.
10. After receiving the order granting the right to study, the student undergoes financial registration. Financial registration implies the conclusion of a service contract between the University and the student. A student who fails to complete the financial registration within the stipulated time will not acquire the status of a student and will not be admitted to academic registration.
11. In case of successful completion of the procedures stipulated in this article, the Order of the Rector of the University will be issued regarding the enrollment of the student. The Order, University invitation letter and, if necessary, additional documentation are sent to the student.
12. After enrollment, a student's profile is created in the electronic educational process management system, where the student's data is entered, the student is assigned an individual username and password, using which the student enters the electronic system.
13. As soon as the Rector issues the Order on student's enrollment, the Student Services and Career Development Department is obliged to reflect the student's enrollment in the Register of Higher Educational Institutions.

Article 6. A Prerequisite for Enrollment of a Student Enrolled Without a Unified National Exam

1. For an entrant wishing to enroll without the unified national exams, the prerequisites for enrollment involve determining the compatibility of the entrant's knowledge and skills with the educational program and communication skills in the language of the program implementation. Absence of this compatibility is the reason for refusing to enroll the applicant in the university.
2. The knowledge and prerequisites of the entrants can be defined as:
 - a) Interview;
 - b) Competency test in the language of program implementation;
 - c) Competency test in science subjects.
3. An interview is held with the entrant, if the number of applications submitted in the relevant period does not exceed the number of students acceptable within the limit of the university's student enrollment, and the entrant has presented an international certificate confirming the language competence level of at least B1 in English, and/or the entrant has mastered the natural

science subjects provided for at the final level of general education in English, with a result of at least 70% of the maximum grade.

4. Based on the interview conducted with the entrant, the decision of the admission commission may determine the need for additional confirmation of his competence in the format of the exam established by subparagraphs "b" and "c" of paragraph 2 of this article.
5. An English language test is conducted with the entrant if he/she has not presented an international certificate confirming at least B1 level of language competence in English, and/or the entrant has not mastered the natural science subjects provided for the final level of general education in English with at least 70% of the maximum evaluation result. For the purposes of this Clause, IELTS, TOEFL, Cambridge English, UNICert®, EnglishScore certificates are considered internationally recognized certificates.
6. An exam in natural science subjects is conducted with the entrant, if the number of applications submitted in the relevant period exceeds the number of students admitted within the limit of the university's student intake or the grade in the natural science subjects considered for the entrant's general education graduation level is less than 70% of the maximum grade.
7. The interview/examination of the entrants is ensured by the examination commission created by the Order of the Rector of the University. The composition of the commission is determined by the order of the Rector and may include academic or administrative staff employed by the University, as well as invited specialists whose qualifications and competence correspond to the implementation of the functions provided for in this Article.
8. The entrant will be notified in advance of the type and time of the exam/interview. The applicant is obliged to appear for the interview at the time specified for him/her.
9. The Commission is authorized to conduct an interview with the candidate and/or assess candidate by electronic means, ensuring the principle of objectivity of the assessment. In relation to those entrants for whom enrollment in a university is defined as a prerequisite for obtaining an educational visa under the existing legislation, the commission is authorized to decide on conducting the exam(s) in electronic format, or on determining conditional enrollment and setting the deadline for passing the exam upon arrival in Georgia, which is approved by Rector's Order.
10. Based on the results of the interview/examination, the Commission issues a positive or negative recommendation on the entrant's application.
11. If the number of entrants does not exceed the number of students to be accepted within the limit of the university's student intake in the relevant period, those entrants who pass the competence limit established for the exam in English language and science subjects will be allowed to enroll in the university's educational program.
12. If the number of entrants exceeds the number of students admitted within the limit of the university's student intake in the relevant period, the entrants with the best results in the sciences exam, who pass the competence limit set for the English language exam, will be allowed to enroll in the university's educational program according to the number of admission places.
13. The list of entrants for whom an interview/ language test/examination is defined as a condition for enrollment, the deadlines for conducting exams, publication of results and appeals are approved by the order of the Rector of the University, which is notified to all entrants registered at the University.

Chapter III. Suspension, Restoration and Termination of Student Status

Article 7. Suspension of Student Status

1. The suspension of the student status is considered to be the release from the rights and obligations of the University and the student without termination of the student status.
2. Grounds for suspending student status are:
 - a) Student's personal statement (regardless of the reason);
 - b) Studying in a foreign country, in a higher educational institution, except for studying within the exchange program;
 - c) Pregnancy, childbirth, childcare or complications of health state;
 - d) Failure to complete financial registration (non-payment of tuition fees for the relevant semester);
 - e) Failure to complete academic registration (non-selection of the study component of the relevant semester);
 - f) Lack of academic performance, which means failure to receive an assessment in any component provided by the educational program within 45 days after the selection of the relevant component (for students enrolled without passing the unified national exams);
 - g) Failure to pass the exam taken into account in Article 6 of this rule, for those students who were enrolled in the university on the condition of passing the exam;
 - h) Criminal prosecution, which provides for imprisonment, both before the judgment enters into force and after its entry into force.
3. An Order of the Rector is issued on the suspension of the student's status. The student has the right to appeal the said order within 30 days of receiving it, according to the law.
4. Before issuing the Rector's Order on the suspension of the status based on sub-paragraphs "d" - "g" of paragraph 2 of this article, the University will ensure that the student is informed about the circumstances of the suspension of the student's status and, at the request of the student, will determine a reasonable period for the elimination of the relevant circumstances.
5. The refusal to determine an additional term for the student to eliminate the circumstances of suspension of the student's status must be justified.
6. A person whose student status has been suspended is not entitled to use the educational services of the University, as well as other rights, for which the active status of a student is defined by the legislation and/or legal acts of the University.
7. Suspending a student's status does not change or cancel the student's status prior to the suspension. In case of restoration of the status, the rights and obligations of the University and the student will be restored to the status existing before the suspension of the status.
8. The total period of student status suspension is maximum 5 (five) years. After the expiration of this term, the student status is terminated.
9. The Order on suspension of the student's status is notified to the student through the university's e-mail, the information about the suspension of the student's status is reflected on the student's personal page of the electronic educational process management system and is reflected in the Register of Educational Institutions in accordance with the law. The Department of Student

Support and Career Development of the University is responsible for the implementation of the procedures established by this Clause.

10. Information about the suspension of the status of a student of a foreign country is sent within 10 days after the suspension to the legal entity of public law operating in the sphere of governance of the Ministry of Justice of Georgia – the State Services Development Agency.

Article 8. Restoration of the Student Status

1. For a student whose status has been suspended, status is restored based on the student's personal statement, if the circumstances that are the basis for the suspension of the student's status are eliminated.
2. In order to restore the status of a student, a person is obliged to apply to the Rector no later than one week after the beginning of the academic semester (fall, spring). The application must indicate the termination of the circumstances of the suspension of the student's status and attach the relevant evidentiary documentation (if any).
3. According to the decision of the University, it is possible to restore the status of a student until the circumstances of the suspension of the status provided for by Article 7, Clause 2 of this Regulation are eliminated. In this case, the decision to restore the status indicates the additional grace period determined for the student to eliminate the above-mentioned circumstances.
4. In the cases provided for by Clause 3 of this Article, the University is authorized to suspend the student's status again if the circumstances of the suspension of the status are not eliminated by the student before the expiration of the additional grace period.
5. Restoration of student status is carried out every semester, from the beginning of each semester, in accordance with Clause 2 of this Article.
6. At the request of the student and taking into account his/her legal interest, it is possible to restore the status of a student in a period different from the period specified in Clause 2 of this article. In this case, after the restoration of student status, he/she undergoes financial registration through the usual procedure, and academic registration is allowed only for those courses of which no more than 10% have been completed at the time of restoration of student status.
7. Restoration of the student status is allowed by exceeding the total number of students, in this case the number of persons enrolled above the total number of students is deducted from the number of student admission places determined by the university for the next academic year.
8. In case of restoration of the student status, the student will be credited with the credits used and the tuition fees paid before the suspension of the status.
9. The Order on restoration of the student's status is notified to the student through the university's e-mail, the information about the restoration of the student's status is reflected on the student's personal page of the electronic educational process management system and is reflected in the Register of Educational Institutions in accordance with the law. The Department of Student Support and Career Development of the University is responsible for the implementation of the procedures established in this Clause.

Article 9. Termination of Student Status

1. Termination of student status implies termination of rights and obligations between the University and the student.
2. The bases for termination of the student status:
 - a) Student's personal statement;
 - b) Completion of the educational program and awarding of an academic degree;
 - c) Moving to another higher educational institution;
 - d) Suspension of student status for a total of 5 (five) years;
 - e) Violation of the Student Code of Ethics, which provides for termination of student status as a measure of disciplinary responsibility;
 - f) Within the framework of the educational program, registering to the same course three times consecutively and not receiving a positive assessment;
 - g) Death.
3. An Order of the Rector is issued on the termination of the student status. The student has the right to appeal the said order within 30 days of receiving it, according to the law.
4. In the case of termination of the status of the student defined by subparagraph "a" of Clause 2 of this Article, the University ensures that the student is informed about the legal consequences of the termination of the status and, if the student wishes, determines a reasonable period before issuing the order of termination of the status to withdraw the personal statement. The Department of Student Support and Career Development of the University is responsible for the implementation of the procedures established in this Clause.
5. In case of termination of the status of the student defined by subparagraph "d" of Clause 2 of this Article, the University provides advance information to the student about the possible occurrence of the grounds for termination of the status no later than 1 year before the expiration of the 5-year period of suspension of the status and explains the legal consequences of the termination of the status. The Department of Student Support and Career Development of the University is responsible for the implementation of the procedures established in this Clause.
6. In case of termination of the status of the student defined by subparagraph "f" of Clause 2 of this Article, the university provides information to the student about the possible occurrence of the grounds for termination of the status after receiving a negative evaluation for the second time consecutively in the same study course and explains the legal consequences of the termination of the status. The main educational unit of the university is responsible for the implementation of the procedures established in this Clause.
7. Termination of student status results in termination of the service contract concluded with the student. Termination of the service contract does not exclude the release of the student from the obligations assumed by the contract and arising before the termination of the status. A student whose status has been terminated will not receive a refund of tuition, if any.
8. The legal result provided for by the Rector's Order on the termination of the student's status is established 12 (twelve) months after the issuance of the Order. During this period, the student's status is considered suspended and the student is entitled to use the right of mobility to another

higher education institution. The mentioned rule does not apply to the cases defined by subparagraphs "b", "c" and "g" of Clause 2 of this article.

9. In case of termination of the student status, it is allowed to obtain it again in accordance with the law.
10. Termination of student status is reflected in the Register of Educational Institutions in accordance with the law.

Chapter IV. Mobility

Article 10. Concept of Mobility, Content, and its Legal Bases

1. Mobility (transfer) is the process of changing higher education institution and/or higher education program.
2. The University, in accordance with the requirements of the current legislation, provides for the possibility of external mobility (both within the country and from the higher educational institution located abroad), internal mobility (changing the educational program within the University) and mobility within the framework of the exchange program.
3. External mobility is the process of moving from one to another higher educational institution, according to the legislation of Georgia, the legal acts of the University and other higher educational institutions and the conditions established by this Regulation.
4. External mobility from higher educational institutions in Georgia is regulated in accordance with the Law of Georgia "On Higher Education", the "Rule of Transfer from a Higher Educational Institution to Another Higher Educational Institution" approved by the order N10/N of the Minister of Education and Science of Georgia dated February 4, 2010, legal acts of the University and this Regulation.
5. External mobility to the university from a higher educational institution of another country is regulated by the Law of Georgia "On Higher Education", Order N224/N of the Minister of Education and Science of Georgia "Entrants with the Right to Study in a Higher Educational Institution Without Passing Unified National Exams/United Master's exams and the Procedure for Submission and Review of Documents By Candidates/students", dated December 29, 2011, in accordance with the legal acts of the University and this Regulation.
6. Internal mobility within the University is regulated in accordance with this Regulation and the legal acts of the University adopted on its basis.
7. Mobility within the framework of the exchange program is carried out in accordance with the Law on Higher Education, by-laws adopted on its basis, this Regulation and legal acts of the University issued on its basis.

Article 11. The Person with the Right of Mobility

1. The right to external mobility between the higher educational institutions of Georgia is available to a person:
 - a) Whose enrollment in a higher educational institution was carried out in accordance with the rules established by legislation and who at the time of registration as a mobility applicant on the Mobility Electronic Portal is a student of a higher educational institution, or no more than 5 years have passed since the suspension of his/her status, or no more than 12 months have passed since the termination of his/her status.
 - b) Who successfully passed the Unified National Exams and who could not apply for enrollment to the institution specified in the ranking document approved by the Minister of Education, Science and Youth of Georgia, since the institution was liquidated without determining a

- successor, the institution lost its authorization, or the educational program is no longer implemented.
2. Mobility can be carried out within one level of higher education. For the purposes of mobility, integrated medical/dental programs are considered first-level educational programs of academic higher education.
 3. The right of mobility to a student enrolled in a higher educational institution after 2020 with the Unified National Exams is granted only to the educational programs that correspond to the subject/subjects established by the Article 6, Clause 2 and/or Clause 8 of the "Regulations on Conducting Unified National Examinations" approved by Order No. 19/N of the Minister of Science of February 18, 2011.
 4. The student has the right to mobility after one year (2 full academic semesters) after the start of studies. For the purposes of this article, the period of study shall not include the time during which the student's student status was suspended.

Article 12. Administration of the External Mobility Process

1. Mobility from the higher educational institutions of Georgia is carried out twice during the calendar year, within the time limits established by the Education Management Information System.
2. After the announcement of mobility by the Director of the Education Management Information System, the Rector of the University by order determines the places for mobility, within the limit of the number of students admitted in the corresponding year, as well as the procedures and deadlines to be followed by the candidate for mobility, and the list of documents to be presented.
3. The University displays the following information on the Portal of the Education Management Information System for mobility applicants:
 - a) Name of the university, identification code;
 - b) Address, telephone, e-mail and contact person;
 - c) Academic higher education level, name of the main educational unit and educational program, qualification to be awarded;
 - d) For mobility applicants enrolled based on the unified national exams, after 2020, the subject/subjects for which passing the national exams is a prerequisite for mobility to university programs.
 - e) The status of the program (authorized/accredited) and the duration of the corresponding status;
 - f) Language of instruction of the program;
 - g) Place of implementation of the program;
 - h) Tuition fees for the program;
 - i) Number of credits;
 - j) The number of places for students admitted according to the mobility rule;
 - k) Additional prerequisite for admission to the educational program, if any, in accordance with Clause 4 of this Article
 - l) Additionally other information provided by the University.

4. The University is authorized to define additional criteria for admission to its educational program by mobility (minimum and maximum number of credits recognized for a specific higher education program, passing an internal exam/interview, etc.). Additional criteria are approved by Order of the Rector and are publicly available through the Mobility Portal.
5. The university is entitled not to participate in the mobility process
6. The university internal administration of the mobility process is carried out by the University's Student Support and Career Development Department, and the recognition of credits completed by the student at another higher educational institution within the framework of the mobility is carried out by the University's Quality Assurance Service, with the involvement of the head(s) of the relevant program and Dean of respective School.
7. The University is authorized by the Order of the Rector to create a mobility commission, with academic or administrative staff employed by the university, as well as an invited specialist, to evaluate the documents of persons wishing to move and to ensure the conduct of interviews/examinations.

Article 13. Stages of External Mobility

1. The process of mobility from higher educational institutions of Georgia includes the following stages:
 - a) Issuance of a legal act on the announcement of mobility by the University and registration of admission places on the Mobility Portal of the Education Management Information System.
 - b) Registration of mobility candidates on the Electronic Portal of the Education Management Information System within the deadlines set for the mobility process;
 - c) After obtaining the right to enroll through the mobility procedure, the internal university registration of candidates wishing to transfer, within the terms set by the Order of the Rector;
 - d) Conduction an interview or a written exam, if the condition of mobility includes the aforementioned, in accordance with Article 20 of the present Regulation;
 - e) Preparation of a conclusion on the recognition of student's credits in accordance with Article 17 of this regulation and "Rule of Recognition of Higher Education Credits";
 - f) Introducing the credit recognition conclusion to the student and obtaining written consent;
 - g) Sending the credit recognition report and the student's consent letter to the National Center for Education Quality Enhancement;
 - h) Drafting of the legal act of student enrollment and confirmation by the Education Management Information System;
 - i) Enrollment of the transfer student on the basis of the Rector's Order;
 - j) Reflecting the transferred student in the Register of Educational Institutions.
2. The student will obtain the mobility applicant status after registering on the Electronic Portal, paying the mobility fee, and choosing an educational program within the period of mobility.
3. In case of a positive response to mobility on the Electronic Portal, the student must apply to the university for enrollment.
4. The following documents must be attached to the student's application:
 - a) A notarized copy of the document confirming complete general education;

- b) Copy of ID card (for citizens of Georgia) or passport;
 - c) 2 photographs 3X4;
 - d) Document confirming being on military registration (for persons subject to military registration);
 - e) List of courses completed in higher educational institution(s), with reference to grades and credits, confirmed by an authorized person of the relevant institution.
5. If the mobility procedure implies additional criteria for admission to the educational program (minimum and maximum number of credits recognized for a specific higher education program, passing an internal exam/interview, etc.), registered students will be placed in the mobility enrollment order if they meet the relevant prerequisites, according to the rules established by Article 20 of this regulation.
 6. Recognition of credits received in a higher educational institution is carried out in accordance with Article 17 of the present Regulation. The conclusion of recognition of credits is communicated to the student, who confirms his/her consent to the recognition of the relevant credits by signing.
 7. After completing the procedures provided in this Article and confirming the student's consent to mobility and recognition of credits, the University will develop a Draft Order on student mobility enrollment.
 8. The university displays the draft legal act of student enrollment and related information in the Higher Education Management Information System, in accordance with the form established by the legal act of the management system, after which the Management System verifies the student data reflected in the draft order of the institution and issues an electronic conclusion on the possibility of mobility enrollment of the students specified in the project.
 9. After receiving a positive conclusion of the Management System on the draft of the order, the Rector's Order on student mobility enrollment is issued.
 10. The Rector's Order on student mobility enrollment is issued by October 1 of the respective calendar year for fall or March 1 for spring semester mobility.
 11. The order will be reflected in the Education Management Information System within 2 working days after the issue.
 12. Based on the data of the Higher Education Management Information System, the institution from which the student is transferred issues an order to terminate the student status of a person enrolled in another institution, and within 1 week of the student's application, an extract from the order is issued, as well as the educational document on the basis of which he/she was enrolled in this institution and other documentations existing in the personal file of the student.
 13. The information about the student transferred by mobility is reflected in the Register of Educational Institutions, a profile of the university educational process management system is created for him/her and the Student Support and Career Development Service of the University starts processing his/her personal case.

Article 14. External Mobility from the Higher Educational Institution of a Foreign Country

1. The right to external mobility from a higher educational institution of a foreign country is available to a person who is enrolled and studies and/or has received credits/qualifications in a higher educational institution recognized in accordance with the legislation of a foreign country.
2. Mobility can be carried out within one level of higher education. For the purposes of mobility, integrated medical/dental programs are considered first-level educational programs of academic higher education.
3. The process of mobility from a higher educational institution of a foreign country includes the following stages:
 - a) Registration at the university by the applicant for mobility;
 - b) Payment of mobility and education recognition fees;
 - c) Interview with the mobility applicant;
 - d) Recognition of education received abroad;
 - e) Granting the right to enroll in the University for those who wish to transfer;
 - f) Recognition of credits received in a higher educational institution of a foreign country in accordance with Article 17 of the present regulation and "Rule of Recognition of Credits of Higher Education";
 - g) Introducing the credit recognition conclusion to the student and obtaining written consent;
 - h) Sending the credit recognition report and the student's consent letter to the National Center for Education Quality Enhancement;
 - i) Interview/examination in the specialty and/or English language if the condition of mobility includes the aforementioned, in accordance with Article 20 of the present Regulation;
 - j) University internal registration of a candidate wishing to transfer, within the terms set by the Rector's Order;
 - k) Drafting of the legal act of student enrollment, confirmation by the center and enrollment of the student on the basis of the Order of the Rector.
 - l) Reflecting the transferred student in the Register of Educational Institutions.
4. In order to register as a mobility applicant, a student of a higher educational institution of a foreign country who wishes to move to the University must fill out the online application form, which is posted on the official website of the University, and attach the following documents:
 - a) A certificate issued by this institution about studies and courses completed during the period of study in a higher educational institution of a foreign country, indicating the evaluations of the relevant study components and, if any, credits.
 - b) A passport copy;
 - c) International certificate of English language level B1 (if applicable).
 - d) Power of attorney for the University regarding recognition of the education confirming documents of the applicant for the mobility, at the National Center for the Education Quality Enhancement in accordance with the law.
 - e) Consent to the processing of information containing personal data of the entrant by the University in the process of obtaining student status and during the period of student status at the University.

5. After the completion of the procedure provided for in paragraph 4 of this article, the University sends a letter of "conditional acceptance" to the mobility applicant. Within the term mentioned in the letter, the student pays the fee for the mobility and document recognition procedure in the amount of 500 US dollars in GEL.
6. After paying the application fee, an electronic interview is conducted with the mobility applicant. The purpose of the interview is the initial assessment of the mobility applicant's motivation and level of English language skills. The duration of the interview is 5 to 10 minutes. This interview is recorded by the University.
7. Recognition of credits received in a higher educational institution of a foreign country is carried out in accordance with Article 17 of this Regulation. The conclusion of recognition of credits is communicated to the student, who confirms his/her consent to the recognition of the relevant credits by signing.
8. After the completion of the procedures provided for in Clause 7 of this Article, the university applies to the LEPL National Center for the Educational Quality Enhancement with a request for the recognition of the education received abroad by the applicant for mobility and the granting of the right to enroll in the University. If the mobility process implies for the conduct of the exam(s) in accordance with Article 20 of this regulation, the request for granting the right to enroll will be issued to those mobility applicants who have shown the highest results in the mobility exam conducted by the University in accordance with the number of places announced within the limit of the number of students.
9. Based on the recognition of the education received abroad, an order of the Ministry of Education, Science and Youth of Georgia is issued on obtaining the right to study at the educational program of the university of the student who wishes to transfer.
10. If the mobility process includes an interview/examination, the student is obliged to successfully pass this procedure in accordance with Article 20 of the present Regulation before obtaining the right to enroll in the University.
11. In case of successful completion of the procedures stipulated in this Article, the Order of the Rector of the University will be issued regarding the enrollment of the student.
12. After enrolling in the University, the student undergoes academic and financial registration within the terms set by the order of the Rector, which will be published on the official website of the university.
13. The information about the student transferred by mobility is reflected in the Register of Educational Institutions, a profile of the university educational process management system is created for him/her, and the Student Support and Career Development Department of the University starts processing his/her personal case.

Article 15. Internal Mobility

1. The right to internal mobility, or internal transfer i.e. to change the educational program, is available to the person enrolled in the educational program of the University, who, in accordance with the legislation of Georgia and the legal acts of the University, has not terminated the status of a student.

2. Internal mobility is carried out twice during the calendar year, in the period between academic semesters. The terms of internal mobility are determined by the Order of the Rector of the University.
3. The university is entitled to determine additional criteria for admission to a new educational program with internal mobility (minimum and maximum number of credits recognized for a specific higher education program, passing an internal exam/interview, etc.). Additional criteria are approved by the Order of the Rector.
4. University is entitled not to announce and conduct internal mobility.
5. The internal mobility process is administered by the University's Student Support and Career Development Department, and the recognition of credits completed by a student within the framework of another higher education program within the framework of internal mobility is carried out by the university's Quality Assurance Service, with the involvement of the Head of the relevant program and Dean of the respective School.
6. The University is authorized by the Order of the Rector to create a mobility commission, with academic or administrative staff employed by the university, as well as an invited specialist, in order to ensure the recognition of credits and/or interview/examination of persons wishing internal mobility.

Article 16. Stages of Internal Mobility Process

1. The internal mobility/internal transfer process includes the following stages:
 - a) Determination of internal mobility places, terms and conditions by the University;
 - b) Registration of mobility candidates in the University's Student Support and Career Development Department within the deadlines set for the internal mobility process;
 - c) Internal interview or written exam, if the condition of mobility provides for the aforementioned, in accordance with Article 20 of the present regulation.
 - d) Preparation of the conclusion on the recognition of the student's credits by the Quality Assurance Service of the University, in accordance with Article 17 of the present Regulation and "The Rule of Recognition of Higher Education Credits".
 - e) Introduction of the credit recognition conclusion to the student and obtaining written consent;
 - f) Issuance of the legal act of changing the program by the student and reflection in the register of internal mobility educational institutions.

Article 17. Recognition of Education Received Abroad and Credits Received in a Higher Educational Institution of a Foreign Country

1. The qualification received in a foreign educational institution, or the education received during the period of study in a foreign higher educational institution is recognized if it is established that it corresponds to the relevant qualification granted by the educational institutions of Georgia. Eligibility in terms of learning outcomes and qualifications awarded can be established regardless of the difference in study period.

2. The qualification received at a foreign higher educational institution, or the recognition of the education received during the period of study at a foreign higher educational institution is carried out by the National Center for the Education Quality Enhancement of Georgia in accordance with international agreements and the rules established by the Minister of Education, Science and Youth of Georgia.
3. The decision to enroll an applicant or student with an educational document from a foreign country in a higher educational institution of Georgia is made by the University, based on the approval of the Minister of Education and Science of Georgia.
4. The university determines the compatibility of the learning outcomes achieved by the person wishing to move within the framework of another educational program with the educational programs implemented by the University and decides on the recognition of the relevant credits.
5. Credits received within the framework of the higher educational program(s) for which enrollment and teaching were carried out in accordance with the law are subject to recognition.
6. As a result of the content study, it is possible to determine the relevance of the courses completed by the student and provided by the new educational program, despite the difference in their names.
7. It is allowed to recognize the study course that is not included in the educational program of the university.
8. Study courses, the learning outcomes of which do not correspond to the mandatory components of the university program, can be recognized in the elective components of the program, with the limited volume of these components in the corresponding program.
9. The University, as per the established laws, is authorized to calculate the student's credit load in the case of the educational program, which is not completed in accordance with the European credit transfer system.
10. The procedures for recognition of courses completed within the framework of another higher education program are determined in detail by the University's "Rule of Recognition of Higher Education Credits".
11. The recognition is formed by the reasoned decision of the university's Quality Assurance Service, Dean, and the Head of the Program, which indicates the compliance of the components of the educational program completed by the student with the University's program, as well as the number of recognized credits to be passed within the program.
12. The draft of the recognition decision is sent to the student, who must confirm his/her consent to the recognition decision by signing. Non-acceptance of the student's consent can be the basis for refusing the student's mobility.
13. Recognized credits are to be reflected in student transcript and Diploma Supplement.

Article 18. Mobility Within Exchange Program

1. Mobility within the framework of the exchange educational program implies the accumulation of a specified number of credits by the university student in the partner higher educational institution based on the student exchange agreement concluded between the University and the higher educational institution recognized in accordance with the legislation of the foreign country.

2. A student with an active status enrolled in the University has the right to participate as a exchange mobility student within the framework of the exchange educational program. The University is authorized to determine additional conditions of participation (program, academic year, minimum or maximum number of credits, academic achievement rate, etc.) based on an agreement with the partner higher educational institution.
3. The University is entitled to determine the mobility fees within the exchange program.
4. The mobility stages in the exchange educational program are:
 - a) Announcement of a competition for mobility within the framework of the exchange program by the University;
 - b) Student registration for the competition within the framework of the exchange program;
 - c) Identification of exchange program mobility candidates based on competition results;
 - d) In the framework of the exchange program, the mobility candidates are informed in advance about the educational components to be taken at the partner higher educational institution and their further recognition;
 - e) Inviting mobility candidates to a higher educational institution of a foreign country within the framework of the exchange program,;
 - f) After completing the exchange program, recognition of the credits received at the partner higher educational institution.
5. The University is authorized by the Rector's Order to create a selection commission with academic or administrative staff employed by the university, as well as an invited specialists, for the purpose of selecting persons wishing to move within the framework of the exchange program.
6. A student of the university participating in the exchange educational program continues his/her studies in the partner higher educational institution of a foreign country in the manner established by the legislation of this country and the legal acts of the partner higher educational institution, during the period determined for the exchange program.
7. A student participating in the exchange educational program who leaves the university within the framework of the exchange educational program retains the status of the University student.
8. The Department for International Relations and Marketing of the University administers the mobility process within the framework of the exchange program.
9. Based on the documentation submitted by the student participating in the mobility and/or the partner higher educational institution, the recognition of the credits passed in the partner higher educational institution within the framework of the exchange program is carried out by the Quality Assurance Service of the University, with the involvement of the Head of the relevant Program and Dean of respective School in accordance with Article 17 of the present Regulation and in accordance with the "Rule of Recognition of Higher Education Credits".
10. A student participating in the exchange educational program of a higher educational institution recognized in accordance with the legislation of a foreign country, who has obtained the status of a student in a partner higher educational institution, continues his/her studies at the University at the appropriate level of higher education, based on the order issued by the Rector.

Article 19. Mobility Commission

1. The Rector of the University is authorized to create a mobility commission by an individual legal act, Order.
2. The authority of the mobility commission is determined by the order of the Rector and may include the following function/functions:
 - a) Study and assessment of documentation of persons wishing to transfer;
 - b) Recognition of higher educational courses completed by persons wishing to transfer;
 - c) Conducting an interview/examination for persons wishing to transfer.
3. The composition of the Mobility Commission is determined by the Order of the Rector and may include academic or administrative staff employed by the university, as well as invited specialists whose qualifications and competence correspond to the implementation of the functions provided for in Clause 2 of this Article.
4. The Mobility Commission is independent in its activities and accountable to the Rector.
5. A member of the Mobility Commission is obliged to observe the principle of confidentiality in the course of the commission's work and not to disclose any information known to him in the course of his work as a member of the commission.
6. The Mobility Commission evaluates mobility candidates within the scope of authority determined by the Rector's Order and issues a positive or negative recommendation regarding the mobility candidate's enrollment.
7. The recommendation of the mobility commission is reflected in the minutes of the commission meeting, which is signed by all members of the commission.

Article 20. Conducting an Interview/examination for a Candidate for Mobility

1. The university is authorized to determine the prerequisites for mobility candidates, which means determining the compatibility of the mobility applicant's knowledge and skills with the educational program. The lack of this compatibility is the basis for refusing to enroll a person with mobility.
2. The following can be defined as prerequisites for participation in mobility of mobility candidates:
 - a) Interview;
 - b) Competency test in the language of program implementation;
 - c) Competency test in the program specialty.
3. The applicant for mobility is interviewed if the number of applications submitted for mobility does not exceed the number of students accepted for mobility within the limit of the number of students of the university, in addition, the applicant for mobility presents an international certificate confirming the language competence level of at least B1 in English, and/or the applicant for mobility has completed a higher education program in English, with an average academic performance above 60%. For the purposes of this article, IELTS, TOEFL, Cambridge English, UNlcert®, EnglishScore certificates are considered internationally recognized certificates.
4. Based on the interview conducted with the applicant for mobility, the decision of the Mobility Commission may determine the need for additional confirmation of his/her competence in the format of the exam established by subsections "b" and "c" of Clause 2 of this Article.

5. The applicant for mobility is tested in English if he/she does not present an international certificate confirming the level of language competence at least B1 in English, and/or the applicant for mobility did not attend a higher education program in English. Exam topic preparation is provided by the main educational unit of the university.
6. The applicant for mobility is subject to an examination in the specialty if the number of applications submitted for mobility exceeds the number of students accepted within the limit of the university's student intake or the average academic performance of the applicant for mobility within the higher education program is less than 60% of the maximum grade. Exam preparation is provided by the main educational unit of the university, taking into account the study period of the mobility applicant.
7. The interview/examination of mobility applicants is ensured by the Mobility Commission, or special Examination Commission created by the order of the Rector of the University. The composition of the commission is determined by the order of the Rector and may include academic or administrative staff employed by the university, as well as invited specialists whose qualifications and competence correspond to the implementation of the functions provided for in this article.
8. The participant will be notified in advance of the type and time of the exam/interview. The applicant for mobility is obliged to appear for the interview at the time specified for him/her.
9. The Commission is authorized to conduct an interview with the candidate/candidate assessment by electronic means, ensuring the principle of objectivity of the assessment. In relation to those students transferred from higher educational institutions of a foreign country, for whom enrollment in a university is defined as a prerequisite for obtaining an educational visa according to the existing legislation, the Commission is authorized to decide on conducting the exam(s) in electronic format, or on determining the student's conditional enrollment and the deadline for passing the exam after arrival in Georgia. The mentioned decision is made by the order of the rector.
10. Based on the results of the interview/examination, the commission issues a positive or negative recommendation on the issue of mobility.
11. In the event that the number of mobility applicants does not exceed the number of students accepted by mobility within the limit of the University's student number, those candidates who pass the competence limit set for the exam in English language and specialty subjects will be allowed to enroll in the university's educational program.
12. In the event that the number of candidates exceeds the number of students accepted by mobility within the limit of the university's students in the relevant period, the candidates with the best results in the specialty exam according to the number of admission places will be allowed to enroll in the University's educational program(s), who will pass the competence limit established for the English language exam.
13. The list of mobility applicants for whom an interview/English language test/specialty test is defined as a condition for enrollment, deadlines for conducting exams, publication of results and appeals are submitted by the main educational unit of the University and the Department of Student Support and Career Development and approved by the order of the Rector of the University, which is communicated to the mobility applicant(s).

Chapter V. Transitional and Final Provisions

Article 21. Transitional Provisions

1. For students whose university status has been suspended as of March 1, 2024, the total 5-year period of status suspension provided for in Article 9, Clause 2, Sub-Clause "d" of this Regulation shall start counting from March 1, 2024.

Article 22. Rule of Enactment of the Provision and its Legal Consequences

1. This provision shall enter into force after its approval by the Academic Council of the University.
2. Changes/additions to the present regulations are made by the resolution of the Academic Council.
3. With the entry into force of this provision, the provision "On Student Status and Mobility" approved by the 2018 resolution of the Academic Council of the University is declared null and void.
4. This regulation has superior legal force to the legal acts of the University adopted before its entry into force, which regulate the legal relations defined by these regulations differently.
5. Individual legal acts of the university based on the present Regulation are adopted by the order of the Rector of the University.