

Appendix 1.

The Rule of Providing the BSU Students with Further Education in Case of Recognition of Credits and Change or Cancellation of Educational Programme

1. General Provisions

1. The given Rule regulates the terms and procedures of moving student (mobility) from other higher education institution (hereinafter referred to as "Primary HEI") to LEPL Batumi Shota Rustaveli State University (hereinafter "BSU"), changing the Educational Programme me at the BSU (internal mobility), recognition of education (further "Credit recognition") while restoration of studying or study abroad as well as ensuring further education to BSU students in case of change or cancellation of Educational Programme me.
2. Recognition of Credits is based on compliance with the European Credit Transfer and Accumulation System (ECTS). This system is focused on students and is based on the Learning Outcomes and transparency of the Study Process. It aims to support planning, implementation and evaluation of the components of the Educational Programme, recognizing the program component / components, knowledge, skills and competencies, as well as student Mobility processes.
3. Credit is a unit that expresses the student's required learning load, which can be obtained upon achieving Learning Outcomes. One Credit (ECTS) is equivalent to student learning activities (student load) within 25-30 hours and includes both contact and independent hours. One academic year includes 60 (ECTS) Credits. It is possible that the student's annual load exceeds 60 Credits or be less than 60 Credits. It is unacceptable for student's annual workload to exceed 75 (ECTS) Credits.
4. The student is granted a Credit in case of positive assessment.
5. **Evaluation System Allows:**
 - a. Five types of positive assessment:
 - a.a. (A) Excellent - 91-100 scores;
 - a.b. (B) Very good - 81-90 scores out of maximum evaluation;
 - a.c. (C) Good - 71-80 scores out of maximum evaluation;
 - a.d. (D) Satisfactory - 61-70 scores out of maximum evaluation;
 - A.e. (E) Sufficient - 51-60 scores out of maximum evaluation;
 - b. two types of negative assessment:
 - b.a. (FX) failure to pass - 41-50 scores out of maximum evaluation, which means that the student needs more work to pass and is given the right to pass an additional exam based on independent work;
 - b.b. (F) Fail - 40 scores and less out of maximum evaluation, which means that the work carried out by the student is not enough and he has to learn the subject from the beginning.
6. The Research component assessment system is envisaged in Regulatory Rule of the Educational Process of the Relevant Educational Programme.

Article 2. Credit Recognition Commission and Documentation Processing

1. The procedure for recognition of Credits in accordance with the legislation of Georgia and the present Rule shall be conducted by the Head of the relevant Educational Programme and / or by Credit Recognition Commission (further "Commission") or Commissions (according to the Faculty Educational Programmes) created at the Faculty for this purpose by the Order of BSU Faculty Dean.

2. The Commission may include:

a. Head of the Educational Programme/Direction and coordinator / and / or persons recommended by him / her (Academic Staff or a person with a relevant field qualification, if required);

b. Head of the Faculty Quality Assurance Service;

c. Other representatives of the academic and administrative staff of the Faculty by the decision of the Faculty Dean.

3. The Commission shall meet as necessary and shall be authorized to proceed if the meeting is attended by more than half of the composition of the Commission. The Commission session is chaired by the Chairman (Faculty Quality Assurance Department). A decision on recognition of Credits shall be made by a majority vote of the participants.

4. Each session of the Commission shall be reflected in the protocol. The Secretary shall set the agenda of the Commission meeting and keep the minutes of the meeting signed by the chairperson, commission members and the secretary.

5. Program head's/ Commission's decision on compatibility between the Educational Programme offered by BSU and the Learning Outcomes achieved by the student in the frame of the other Educational Programme and the recognition of the relevant Credits is given in the conclusion, which is signed by the Chairman, the members of the commission and the secretary or, in the case the Commission is not established – by the Head of the Programme, Faculty Dean and the Head of the Quality Assurance Service.

6. Based on the Conclusion on Credits Recognition, the Dean of the Faculty prepares the respective representation to Rector of the University.

7. To manage organizational issues related to the activities of the Commission, preparation of documents related to the recognition of students' Credits, forwarding and keeping records of the case file in accordance with the established rules process is required to be administered by the relevant faculty administration.

8. The document (educational card, certificate or other) presented by the student shall be certified in appropriate manner.

9. If the documentation presented by the student is incomplete, the Head of the Programme / Commission is authorized not to recognize the Credits of the student.

10. While determine the compatibility between the Learning Outcomes achieved by the student and the Educational Programmes offered by the University, the below given are the subject recognition:

a. Mandatory and Elective / Free Credits (the Study Course can be recognized as the free Credit if the relevant to this Study Course is considered by the Educational Courses operational at BSU);

b. Based on the Objectives and Learning Outcomes of the Study Course it is acceptable to recognize the Credits of the Study Course that is not considered in the Educational Programmes at BSU;

11. In case of exceeding the number of Credits that are recognized as free Credits; the Commission chooses the courses in which the student has the highest assessment. On the basis of the student's request, it is possible to recognize not only higher scores but also other course/courses passed by the student before submitting Draft legal act of the University Rector on enrollment of the student through the rule of transfer to LEPL -National Center for Education Quality Enhancement.

12. The student may be recommended to any additional (so-called minor) Bachelor's Programme compatible with his / her free Credits. In case of recognition of Credits within the additional specialty, the student does not have the right to choose another additional specialty, which will be indicated in the Conclusion of Recognition.

Article 3. Rule of Credit Recognition

1. Recognition of Credits resulting from the use of Study Course is conducted based on the results of the study and the result of the analysis of the syllabus of the courses conducted by the student (if required).

2. The Head of the Programme/ Commission is authorized to, if necessary, request from the student the syllabus of the Study Courses. This requirement does not apply to students enrolled in the BSU through restoration procedure.

3. Higher Educational Programme Credits based on which the qualification was awarded cannot be recognized for the purposes of other Educational Programmes, except for recognition of Credits for purpose the Bachelor's Degree Programme;

4. If the student's course and the number of Credits coincides with the name and Credits of the current course in the University, then this course can be recognized automatically.

5. If the number of Credit courses passed by the student exceeds the number of Credits of the University's corresponding course, then as many Credits are recognized as required for the relevant programme (within the limits of the mandatory courses and free / elective courses).

6. If the Credit of the Study Course undertaken by the student is less than the Credits of the BSU, then the decision on recognition of this course will be made by the Head of the Programme / Commission of the Programme based on the study goals and results analyzed by the syllabus. In case of recognition of this course, the Commission will recognize the Credits of the student in the amount he has passed at the primary HEI (it is admissible to exceed 20% of Credits).

7. As a result of study content it is possible to determine the course of study conducted by the student and the academic course provided by the University Educational Programme despite their differences in their names.

8. If the student passed another foreign and / or classical language, the decision of the Commission may be Credited to the Credits of another foreign and / or classical language as free Credits.

9. The complaints related to the recognition of students' Credits will be reviewed by the Quality Assurance Service of the University, which will develop relevant recommendations and submit to the Faculty Management Bodies.

Article 4. Recognition of Higher Education Obtained Beyond ECTS System

1. The University is authorized to calculate the student's liability with the Credits in the case of the Educational Programme that is not implemented in compliance with the European Credit Transfer System (ECTS) in accordance with the legislation.

2. Transfer of the 5-point system to the 100-point system shall be carried out by the following principles:

Excellent (5)	95 points	A
Good(4)	85points	B
Satisfactory(3)	65 points	D

3. The so-called non-differentiated "Pass" shall be recognized as follows: so-called non-differentiated "pass" is assigned a conditional score: average arithmetic (rounded to the whole number) of scores received by the student in all subjects.

4. If the student's primary HEI uses a Credit system different from the European Credit system of transfers and accumulation, the student is obliged to submit an official document issued by the primary HEI, which explains its compliance with the European Credit Transfer and Accumulation System.

5. If the primary HEI does not have a Credit system, the student is obliged to present study card (official document) issued by the primary HEI, which specifies: the volume of each course (for how long the student studied at the given course and how many hours a week). For these courses, the conditional Credits are awarded according to the following system: Each working course hours are added to independent work hours (multiplication of contact hours by the Commission on 1, or 1 or other digits), and the number of hours received is divided on 25, I on 1 Credit hour. The non-full Credits calculated by this rule will be rounded up to the whole number.

6. Assigning Credits to students who have been enrolled through the restoration course and transferred to the 100-point system from 5-point system of assessments carried out in accordance with the procedure foreseen in paragraphs 1, 2 and 3 of the given article.

7. In Batumi Polytechnic Institute integrated into BSU, the number of hours intended for the course will be 1.48, divided by 25, and rounded up to the whole number for granting Credit to the higher education course under the existing Credit system before 2006. The result obtained is considered as the amount of study course in Credits. Transfer of 100 points of this assessment system to ECTS assessment system should be as follows:

- A) 41-51 scores - 51 scores (E enough);
- B) 52-63 scoers-63 scores (D satisfactory);
- C) 64 - 75 scores - 75 scores (C good);
- D) 76 - 87 scores - 87 scores (B very good);
- E) 88 - 95 scores - 95 scores (A excellent);
- F) 96 scores and more - 100 scores (A excellent).

Article 5. Defining the Semester According to the Recognized Credits

1. Depending on the quantity of recognized Credits, the student is given a recommendation to continue studying from the relevant semester according to the accompanying scheme (**Form N1**).

2. The Head of the programme / Commission is allowed to define additional limitations due to the specific nature of the Educational Programme (for example: if prerequisites of the study courses have not been explored or other reason) and to allow the possibility of continuing study from the lower stage from the scheme foreseen by the given Article (from semester).

Article 6. Recognition of Education Received Abroad

1. The BSU student will apply to the Dean of the Faculty with the request to recognize the Credits / achieved results obtained in the Higher Educational Programme during studying abroad.

2. The student's application (attached form N2) should include: Name of the foreign Faculty, Specialty / Educational Programme, Learning Period, Training Courses / Modules, Assessment Assessments, Credits Granted (In case of their existence)) And / or training courses in hours, conducted research work or practice in foreign HEI or organization of relevant profile (number of hours spent on student research / practice).

3. The application of the student must be accompanied by copies of documentation confirming the study abroad and their notarized translation.

4. In parallel to the application to the Dean of the Faculty, the student should apply to the Legal Entity of Public Law - National Center for Educational Quality Enhancement, with the request for recognition of education abroad.

5. The student will submit a study agreement with a member of the Bologna Process and the transcript of records issued after the completion of the study, the name of the study courses / modules, the number of Credits and the received Credits.

6. If a student performs a research work or does internship in a foreign higher education organization / the organization of the relevant profile, he / she shall submit an official document certified by the authorized structural entity and certified by the authorized person in the University, in which the students did research / completed practice), Number of hours spent on research / practice, ECTS Credits and received assessment (if any).

7. If foreign institutions cannot provide the student with Study Agreement and Transcript of Records, the student has to submit to the University an official document issued by the authorized structural unit and certified by the authorized person; the official document shall include the names of the courses/modules taken by the student, number of Credits and the evaluation;

8. If the foreign HIE uses a system different from the European Credit System (ECTS) to transfer Credits for accreditation courses, then the student should submit an official Foreign Ministry document to the University with the European Credit system for transfers and accumulation.

9. If the HEI does not have a system of Credits for Study Courses, then the student should submit the document (transcript of records or educational card or the corresponding document) that will indicate the volume of each course / module (semester contact hours). These courses will be awarded with the conditional Credits in accordance with the Rule of Credits for Higher Education Study Courses that have been passed before the introduction of the European Credit System (ECTS) of Transfer and Accumulation.

10. If a foreign HEI uses a 100-point assessment system rather than a different system, then the student should submit an official document of the HEI to the University in which the assessment system and its compliance with the 100-point assessment system will be clarified.

11. Recognition of Credits accumulated within the Higher Educational Programme during study abroad is provided by the National Center for Educational Quality Enhancement with the condition of presenting a positive Conclusion on Recognition of education received abroad. The academic degree will be awarded to the student after a positive Conclusion on the Recognition of Education Received Abroad.

12. After receiving the application for the recognition of higher education in the course of study abroad, the Center establishes compatibility of Learning Outcomes achieved during the study period with the results of the relevant level of National Qualification Framework. The Center addresses the BSU student with the purpose of determining compliance with the BSU Educational Programme at the time of studying abroad (the address of the center is usually accompanied by the copies of documents submitted by the student).

13. The Center recognizes the Learning Outcomes obtained by a person in a recognized higher education institution in a foreign country recognized as a third component of the Educational Programme and the decision on recognition of the research component implemented during the study period (until the completion of scientific work) BSU gets one hundred.

14. On the basis of the Center's request, within 10 days, the BSU establishes compatibility with the Learning Outcomes achieved during the study abroad by the person with the Educational Programme s offered by him and draws a Conclusion on the Recognition of the relevant Credits. Acceptance is Credited

to the Credits received under the programme of the Institution, enrollment and studying at which has been implemented in accordance with the legislation.

15. As a result of content study it is possible to determine the compatibility between the Study Course taken abroad and by the BSU Educational Programme regardless the difference in their names. It is also possible to recognize the course that is not provided by the BSU Educational Programme .

16. The BSU is authorized to calculate the student's loading Credits with the Educational Programme in accordance with the procedure established by the legislation not in compliance with the European Credit Transfer System.

17. Higher Educational Programme Credits based on which the qualifications are awarded cannot be recognized for the purpose of other Educational Programmes.

18. Conclusion of the Recognition shall be formalized in accordance with this Rule, indicating the conformity with the BSU programme as well as the number of Credits recognized by the person during the course of study abroad.

19. If the system of assessing the knowledge of students in the foreign HEI is envisaged by not only the scores but also the Latin letters (A, B, C, D, E, a +, A, A, etc.) or verbal definition (excellent, very good, satisfactory, sufficient) and there is no official document explaining this system needed, to transfer this system to the system operating in the University shall be done in the following way:

A +	Excellent	100
A	Excellent	95
A -	Excellent	91
B +	Very good	90
B	Very good	85
B -	Very good	81
C +	Good	80
C	Good	75
C-	Good	71
D+	Satisfactory	70
D	Satisfactory	65
D-	Satisfactory	61
E+	Sufficient	60
E	Sufficient	55
E-	Sufficient	51

20. If the foreign HEI uses a system other than assessment systems referred to in paragraph 19 of this article, the Head of the Programme / Commission is authorized to determine the compliance of this system with the assessment system in the University.

21. If foreign HEI fails to provide a full-time semester service to a student Exchange Programme and the student fails to conclude the final exams due to reasons independent from him/her, and he / she cannot afford Credits, then he / she shall submit an official document of foreign HEI indicating passed study courses within their volumes (semester contact hours) and student intermediate assessments. The student passes the final examination to the relevant faculty / examination center in an individual manner in the corresponding subject.

22. If a foreign HEI / the profile of the organization cannot provide the University Exchange Programme students with the full semester-service and the student for the reasons independent from her/him can not receive Credits for the research work / completed internship, the evaluation and the Credits granting will be done by the Head of the Programme/ Commission. The last includes the Academic Staff of the profile relevant to the research topic/internship. Evaluation and Credit Recognition is carried out by the official document issues by the foreign HEI/the organization of the relevant profile and the assessment of the results of Research Work / Internship implemented by the student.

23. Study courses / research work / internship required by the University Exchange Programme participant should be agreed with the Chair of the relevant Educational Programme (coordinator) and/or the Head of the Programme/ Commission in advance.

24. The Learning Agreement of the student participating in the University Exchange Programme is confirmed by the signature of the authorized person/persons of the relevant structural unit/units. The student will be further informed by the relevant faculty administration that the compatibility between the courses/modules taken at the foreign HEI and the University curriculum and the major and minor selected by the student will be defined by the Head of the Programme/Commission.

25. As an exception, "Non-differential pass" received at foreign HEI may be recognized by the Faculty Commission of Recognition of Credits, if it is confirmed that there is no differential (score-based) assessment in the aforesaid Study Course. In this case so called "non-differential pass" is given a conditional score according to this Rule.

26. The Head of the Programme / Commission may recognize the Study Course, which is not envisaged by the Curriculum at the University, but it is important for the student's qualifications and professional development, based on its objectives and learning outcomes.

27. Taking into account the Conclusion of the Recognition issued by the BSU, the Center shall make a Decision on Recognition of the education received during the study abroad. Recognition can apply to the number Credits considered in the Study Course of the Hosting HEI. The conclusion of the Center is the basis for issuing the Rector's Order on Recognition of Credits that will be reflected in the Registry of Educational Institutions.

28. In case when drafting a conclusion, the authenticity of the educational document issued by a foreign institution is not confirmed by the authorized body of the relevant country and / or the institution issuing educational document, the conditional decision is issued. This decision shall be void from the moment of the publication, if the authenticity of the educational document issued by a foreign institution is not confirmed. Consequently, the BSU Rector's Order on granting the relevant Credits to the student, will become void too.

Article 7. Rule of Providing Students with Relevant Education in case of Change or Cancellation of Educational Programme

1. In case of change or cancellation of the University Educational Programme, students will have the opportunity: to change the programme to continue studies on the modified programme and in case of cancellation continue studying at a compatible, adjacent / related Educational Programme, or through Mobility Rule move to other Higher Educational Institution.

2. Credits for the modified / canceled programme are recognized by the given Rule. If a student, as a result of Credit Recognition loses the certain number of the Credits required for granting the relevant academic degree, he / she is entitled to refill the loss within 75 Credits per year (35-40 Credits per semester) without paying additional tuition fees.

3. If the University does not have the Educational Programme that is in compliance with/adjacent/related to the cancelled Educational programme, before making Decision on Cancellation of the programme, the University signs agreement on Credit Recognition of student, with the HEI which also carries out compatible, adjacent / related programme and where it is possible to ensure movement of the student of changed / cancelled programme through mobility. The decision and agreement shall be notified to the Legal Entity of Public Law - National Center for Educational Quality Enhancement.

Scheme of Mobility Implemented in Autumn Semester (enrollment through the rule of restoration)

For Educational Programmes, the duration of which is 2 years:

Recognized Credits	Stages of Study
0 - 44 Credits	I Semester
45 Credits and more	III Semester

For Educational Programmes, the duration of which is 3 years:

Recognized Credits	Stages of Study
0-29 Credits	I Semester
30 - 104 Credits	III Semester
105 Credits and more	V Semester

For Educational Programmes, the duration of which is 4 years:

Recognized Credits	Stages of Study
0-14 Credits	I Semester
15-89 Credits	III Semester
90-164 Credits	V Semester
165 Credits and more	VII Semester

For Educational Programmes, the duration of which is 5 years:

Recognized Credits	Stages of Study
0-9 Credits	I Semester
10- 74 Credits	III Semester
75-149 Credits	V Semester
150 – 224 Credits	VII Semester
225 Credits and more	IX Semester

For Educational Programmes, the duration of which is 6 years:

Recognized Credits	Stages of Study
0-9 Credits	I Semester
10- 74 Credits	III Semester
75-149 Credits	V Semester

150 – 224 Credits	VII Semester
225 - 284 Credits	IX Semester
285 Credits and more	XI Semester

Mobility Scheme Implemented in Spring Semester (enrollment through the rule of restoration)

For Educational Programmes, the duration of which is 2 years:

Recognized Credits	Stages of Study
0-74 Credits	II Semester
75 Credits and more	IV Semester

For Educational Programmes, the duration of which is 3 years:

Recognized Credits	Stages of Study
0-64 Credits	II Semester
65 - 139 Credits	IV Semester
140 Credits and more	VI Semester

For Educational Programmes, the duration of which is 4 years:

Recognized Credits	Stages of Study
0 - 49 Credits	II Semester
50-124 Credits	IV Semester
125-199 Credits	VI Semester
200 Credits and more	VIII Semester

For Educational Programmes, the duration of which is 5 years:

Recognized Credits	Stages of Study
0 - 34 Credits	II Semester
35- 109 Credits	IV Semester
110-184 Credits	VI Semester
185 – 259 Credits	VIII Semester
260 Credits and more	X Semester

For Educational Programmes, the duration of which is 6 years:

Recognized Credits	Stages of Study
0-19 Credits	II Semester
20 - 94 Credits	IV Semester
95-169 Credits	VI Semester
170 – 244 Credits	VIII Semester
245 – 319 Credits	X Semester
320 Credits and more	XII Semester

Form N2.

To: BSU Faculty Dean

Mr./MS _____

(Name, Surname)

Request on Credit Recognition

Please recognize the Credits accumulated/achieved Learning Outcomes during my study in foreign Higher Education Institutions.

Name of foreign HEI/Organization:

Faculty:

Specialty/Educational Programme :

Study Period:

Passed study course/module/implemented research work/practice	Received evaluation (if any)	Credits (if any) or the volume of course/research work/practice (number of semester contact hours)

Name, Surname

Signature

Date