

## The Rule of the Mobility (Internal Mobility) Administration in BSU

### Article 1. General Provisions

1. This rule was developed in accordance with the Law of Georgia "On Higher Education" and the "Rule of Transfer from a Higher Educational Institution to Another Higher Educational Institution" approved by the order of the Minister of Education and Science of Georgia (hereinafter - the "**Mobility Rule**") and approved by the Resolution of the Academic Council of BSU on the basis of the "Regulating Rule of the Study Process " and determines the regulation of a transfer of the student from another higher educational institution to the Batumi Shota Rustaveli State University (hereinafter - "BSU" or "University"), (hereinafter - "external mobility"), as well as the change of the educational program of the BSU by the BSU student (hereinafter - "internal mobility").
2. Mobility can be carried out within one level of higher education. For the purposes of this clause, the Medical Doctor/Dentistry, Teacher Training Integrated Bachelor-Master's and Veterinary Integrated Master's Educational Programs are considered the first level educational programs of academic higher education.
3. The student has the right to mobility and internal mobility only on the educational program that are in compliance with the subject/subjects that they passed within the framework of the “Regulation on Conducting Unified National Exams” ( hereinafter – “the provision) Article 6, clause 2 or/and clause 8 approved by the Order №19/N as of 18 February 2011 of the Minister of Education and Science of Georgia. **The university** is entitled to apply to the National Center for Assessment and Examinations-LEPL and, in a form agreed upon with it, to request information on the passing of the minimum competence threshold at the unified national examinations by persons with the right to internal mobility in the subject established by Article 6, Clause 2 and/or Clause 8 of the Regulation / in the subjects, indicating the corresponding score. National Center for Assessment and Examinations –LEPL, ensures that the requested information is submitted to the institution within a reasonable period of time.
4. The **return of a BSU student** whose status has been suspended to the BSU educational process (hereinafter - "status activation"/„restoration") in BSU is carried out within the framework of **internal mobility**, the present rule, the "BSU Study Process Regulation" and “The Rule of Payment of the Tuition Fee for the Studies at BSU” approved by the Resolution of the Representative Council of BSU.
5. The administration of the student mobility process is carried out by the Legal Entity of Public Law- the education management information system (**hereinafter - the management system**).

6. In accordance with the present rule, the administration of mobility (internal mobility) in BSU is carried out by the Department of the Study Process of BSU, in coordination with the faculties and in agreement with the Quality Assurance Service of BSU.
7. In the event that BSU loses the right to implement the program by refusing to accredit the educational program of BSU, canceling the accreditation or the expiration of the accreditation period, **during the extraordinary mobility of persons enrolled in BSU to other HEIs**, based on the data of the higher education management information system, the BSU Rector's order on the termination of the **student status of BSU for a person enrolled in another institution is issued and is reflected in the higher education management information system within 5 days at the latest**, and an extract from the order, as well as an educational document, based on which the student was enrolled in BSU and other documentation in the personal file, **will be issued within 1 week upon application of this person**.

## **Article 2. Transfer to BSU (external mobility)**

1. Student mobility can be carried out twice during the calendar year, within the time limit set by the individual administrative-legal act of the head of the management system.
2. Based on the individual administrative-legal act of the head of the management system issued for the purpose of administering the student mobility process, in accordance with the decisions of the councils of the relevant faculties of BSU, the number of student places accepted by the university according to the mobility rule, according to faculties and programs, is determined by the resolution of the academic council of BSU.
3. The student has the right to mobility **after one year of learning** at the corresponding level of higher education.
4. The right to mobility is available to a person whose enrollment in the institution was carried out in accordance with the law, and at the time of registration as a mobility applicant on the electronic portal, he/she is a student of the institution.
5. The student will obtain the mobility applicant status by registering on the mobility electronic portal. The registration data becomes valid only after payment of the fee determined by the order of the Minister of Education and Science of Georgia. If this fee is not paid before the deadline for registration on the electronic portal, the student will not be able to obtain the status of mobility applicant.
6. The student has the right to choose no more than five educational programs, except for the case of mobility on the artistic-creative and sports educational program. When registering for several educational programs, he is obliged to determine the priority of the chosen educational programs.
7. If the number of applicants for mobility to the educational program at BSU exceeds the number of registered places, students whose results of the unified national exams are higher than the corresponding results of other mobility applicants will have the right to enroll in BSU. Obtaining the right to mobility to master's and doctoral educational programs is carried out only by observing **the prerequisites for enrollment established by BSU**.

8. If two or more students are in the last competitive place, they will be enrolled in the corresponding educational program. In this case, the number of places added will be deducted from the number of places for students admitted to BSU in the next academic year.
9. A person who has expressed their desire to enroll in the educational program of BSU is obliged to check the result of mobility on the electronic portal of mobility and in case of a positive answer, he is entitled to submit an application for enrollment in BSU as a receiving institution. Copies of the educational document on the basis of which the person was enrolled in the institution and other documents in the student's personal file must be attached to the application.
10. **Those wishing to transfer to BSU from another higher educational institution (external mobility)** must submit the below given documents within **the time and procedures defined** by the BSU Rector's Order:
  - a) statement (a sample will be posted on the BSU website);
  - b) a copy of the identity card;
  - c) a copy of the document confirming receipt of complete general education;
  - d) a certified copy of the order of enrollment in the educational institution and all legal acts determining the status of the student;
  - e) a certified copy of the study card/notice about the credits used by the student;
  - f) a copy of the conscript's military registration certificate (or military ticket, if any);
  - g) a document confirming the recognition of education received in a foreign country (if any);
  - h) a statement on the consent or refusal of the mobility applicant to the conclusion of the compatibility of the program (recognition of credits) (after getting acquainted with the conclusion of recognition, within the period and in the manner established by the order of the rector of BSU);
  - i) a consent of the head of the doctoral program (may be requested for doctoral students);
  - j) consent of the prospective scientific supervisor (it may be requested for doctoral students);
11. A mobility applicant who does not submit an application for enrollment to BSU within the deadline set by the order of the rector of BSU and does not present the required documentation, loses the right to enroll in the educational program, except for the cases stipulated by the legislation.
12. The applications of mobility applicants are submitted for consideration to the Department of the Study Process of BSU and the relevant faculty, which, in agreement with the quality assurance service of this faculty, establishes a conclusion on the compatibility of the learning outcomes achieved by the mobility applicant within the framework of another educational program with the offered educational program and the recognition of relevant credits, in accordance with the legislation of Georgia and BSU complying with the requirements of the "Rules for recognition of credits and provision of further education of BSU students in case of changing or canceling the educational program" approved by the resolution of the academic council of BSU;
13. In order to determine the compatibility of the **mobility applicant's knowledge** and skills with the educational program, the Faculty is authorized by the decision of the Faculty Council to determine the prerequisites for admission to the program and/or conduct an

interview/examination to the mobility applicant. The mentioned decision should be taken before issuing the order of the rector of BSU on the announcement of mobility for the relevant semester.

14. Credit recognition conclusions prepared by the coordination of the quality assurance service of the faculty and the service card of the dean of the faculty are transferred to the quality assurance service of BSU and the study process department of BSU through electronic processing (eflow.emis.ge).
15. The department of the study process of BSU ensures the familiarization of the credit recognition conclusions for those who wish to be mobile and the organization of receiving their approval/rejection statement on the credit recognition conclusion (within the deadline, in the format/manner determined by the university);
16. The department of the study process of BSU, in coordination with the relevant faculty, ensures the signing of agreements within the terms set by the order of the rector with the applicants for mobility, who present statements of consent to the recognition of credits and the originals of the documents required by this rule (copies certified by the law), in material form.

### **Article 3. Preparation and issuance of an order for enrollment in BSU as a result of external mobility**

1. The study process department, in agreement with the quality assurance service of BSU, organizes the preparation of the draft order of the rector on the enrollment of students in BSU on the basis of mobility.
2. The study process department 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 individual administrative-legal act of the head of the management system, after which the management system checks the compliance of the student data reflected in the draft order of the institution with the requirements of this rule, higher with the data of the education management information system and the electronic portal and issues an electronic report on the possibility of enrolling students specified in the project through mobility. The management system is authorized to request additional information as well.
3. After receiving a positive conclusion of the management system on the project of the rector's order on the enrollment of students in BSU by mobility method, the order of the rector of BSU on the enrollment of students by mobility is issued (until October 1 in the fall or March 1 in the spring semester) and is reflected in the higher education management information within 2 working days after the issuance.

### **Article 4. Internal mobility in BSU**

1. Internal mobility at BSU is announced twice a year, **for the fall and spring semesters of the academic year. Extraordinary internal mobility** may be announced at BSU, in case of refusal or cancellation of accreditation of the educational program of BSU **or** in case of cancellation of the educational program by BSU.
2. Within the framework of internal mobility, a student of BSU (including a person whose status has been suspended from BSU) has the opportunity to transfer to another educational program of BSU (the same or another faculty of BSU).

3. The student **has the right to participate in internal mobility after one semester of learning** at the corresponding level of higher education, **except for students participating in extraordinary internal mobility**. The period of study does not include the time during which the student's status was suspended.
4. **The right to participate in internal mobility is limited** to the student of the additional academic year/semester who was unable to complete the relevant educational program in the main study period, except for students participating in extraordinary internal mobility.
5. A student who wishes to have internal mobility/restoration in BSU/with suspended status is obliged to submit an internal mobility application electronically, within the terms and in accordance with the rules set by the Rector's order, through the "Internal Mobility" module of the BSU student portal - portal.bsu.edu.ge. The student is entitled to choose no more than 3 educational programs and determine the priority of the chosen educational programs (according to the order).
6. In order to determine the compatibility of the knowledge and skills of the applicant for internal mobility with the educational program, the relevant faculty is authorized to determine the prerequisites for admission to the program after consulting the Faculty Council.
7. For the student seeking internal mobility/restoration/student with suspended status:
  - a) The technical verification and confirmation of the electronic application is carried out by the responsible person of the study process management department;
  - b) The compatibility of the results of the unified national exams/master's exams with the proposed program is verified and confirmed by the dean of the faculty or a responsible person determined by the dean's order;
  - c) Compatibility with the prerequisites determined by the decision of the faculty council is verified and confirmed by the dean of the faculty or a responsible person determined by the dean's order;
8. If the number of applications of applicants for internal mobility (change of program) who meet the prerequisites for admission to the educational program (if any) exceeds the number of vacant places for admission to the program through internal mobility, then the student will be granted the right to enroll in the relevant program through internal mobility in accordance with the competitive score, which is considered as the results of the unified national exams (except for the case of persons enrolled without the unified national exams), as well as the grades obtained during the study period at BSU. The competition score is calculated as follows:
  - a) The results of the national exams of the contestants will be scaled on a 100-point scale, in particular, the minimum result among the contestants will be given one point, and the maximum result - 100 points;
  - b) The average score obtained by the contestant in BSU will be scaled on a 100-point scale, namely, the minimum result among the contestants will be given one point, and the maximum result - 100 points;
  - c) The competitive score of a person enrolled through the unified national exams is the arithmetic average of the scores calculated in accordance with subparagraphs "a" and "b" of paragraph 8 of this article;

- d) The competitive score of a person enrolled without unified national exams is the score calculated in accordance with subparagraphs "b" of paragraph 8 of this article.
- e) In the case of students with equal points, priority is given to the point calculated in accordance with subparagraph "b" of paragraph 8 of this article.
- f) Within the framework of internal mobility, taking into account the requirements of Articles 7 and 8 of this article, the applications of persons who have obtained the right to enroll in the educational program are considered by the relevant faculty, which, in agreement with the quality assurance service of the same faculty, determines the compatibility of the learning outcomes achieved by the applicant for internal mobility within the educational program with the offered educational program and the credit recognition conclusion, in accordance with the requirements of the "Rules for recognition of credits and provision of further education of BSU students in case of changing or canceling the educational program" approved by the Georgian legislation and the resolution of the BSU Academic Council.
- g) The electronic version of the credit recognition report (signed and scanned) prepared under the guidance of the quality assurance service of the faculty is uploaded to the appropriate field of the "Internal mobility" module of the BSU portal, which is confirmed by the dean of the faculty.
- h) A BSU student/student with a suspended status willing for an internal mobility (changing the program/returning to the educational process/status activation), after getting acquainted with the credit recognition report prepared by the relevant faculty, within the period and in the manner determined by the order of the Rector of BSU, must record electronically the **approval or rejection** of the credit recognition report through the **Internal Mobility Module** of the BSU student portal;
- i) Department of BSU Study Process provides **electronic administration** of internal mobility of credit recognition conclusions (change of program/return to study process/status activation) for those who wish to familiarize themselves with and reflect their electronic approval/rejection of credit recognition conclusions (within the deadline, in the format/manner determined by the university).
- j) An applicant for internal mobility (change of program) will gain the right to enroll in the relevant educational program with internal mobility, according to the priority program registered (selected) by him/her through the "Internal Mobility" module on the BSU student portal, if the student electronically confirms his consent to the credit recognition report within the prescribed period.
- k) The Study Process department ensures the extraction (printing) of electronic information about each student participating in internal mobility at BSU (the so-called "history", including the results from registration in the mobility field) from the "Internal Mobility" module of the BSU portal and submission to the relevant faculty for enclosure of this information in the student's personal records.

## **Article 5. Preparation and issuance of an order for enrollment in BSU as a result of internal mobility**

1. BSU structural units (staff) involved in the internal mobility application review process are authorized, in accordance with Georgian legislation, to process personal information of mobility applicants to the extent and within the scope necessary for the consideration of the student's mobility application (in the personal case, on the BSU portal and the higher education management information on the status of the student, legal acts of enrollment/suspension, student consent/rejection; personal data).
2. The Department of the Study Process of BSU, in coordination with the relevant faculty, within the terms set by the rector's order, ensures the signing of contracts with those wishing to change the program within the framework of internal mobility.
3. The Study Process department, in agreement with the quality assurance service of BSU, organizes the preparation of the draft order of the rector on the enrollment of students in BSU by internal mobility.
4. As a result of the internal mobility of a person with tuition fee debt, enrollment in the relevant program (changing the educational program or returning to the educational process of the same educational program/activating the student status) is possible only if by the date of issuing the rector's order, he/she will have covered the tuition fee debt (the department of the Study Process will request mentioned information from the Financial and Economic department of BSU).