

Approved by the Academic Council of the University

June 16, 2015

**The Rule of Recognition of Education Obtained
During Student Mobility and Study Period at Ilia State University**

1. This rule defines the principles for analyzing the compliance of learning outcomes obtained at other educational institutions with the educational programs of Ilia State University, as well as the rules for recognizing the corresponding credits.
2. In compliance with the law, other educational institutions in Georgia are subject to recognition by the University as long as the credits are earned through the program wherein enrollment and learning followed the requirements set by the law.
3. Education obtained abroad, higher education obtained by individuals enrolled in licensed educational institutions, education obtained by refugees and internally displaced persons, as well as education acquired at liquidated or discontinued educational institutions that are unable to prove their qualifications, shall be recognized in conformity with the Order 98/N of October 1, 2010, issued by the Minister of Education and Science of Georgia.
4. Except for credits earned for a bachelor's degree program through a graduate specialist program, credits earned through a higher educational program on which the qualification was awarded cannot be recognized for the purposes of another educational program.
5. Recognition of course/component credits obtained through an educational program at another educational institution shall be based on its compliance with the educational program of the university, for which the compliance of the results with the learning outcomes of the course/component is determined.

Unofficial Translation

6. When determining the compliance of the learning outcomes, the educational program level and the compliance of the scope and assessment of the course/component with the European Credit System for Transfer and Accumulation (ECTS) must be taken into consideration.
7. Earned credits shall be recognized as long as the goals and learning outcomes of the course/component taken by the student are in line with the goals and learning outcomes of the course/component in the current curriculum of a relevant educational program of the University.
8. The credits of a course/component completed by the student through another educational program, the equivalent of which is not offered within the relevant educational program of the university, but the goals and learning outcomes of the course/component comply with the goals and learning outcomes of the said educational program are also subject to recognition.
9. The course/component is recognized based on the analysis of its syllabus. In the absence of a syllabus, the name of the course/component, volume, topic and other additional information indicating the learning outcomes earned through the course/component are taken into account. In case of insufficient information for the analysis, the faculty/school is authorized to test/interview a student and determine the compliance of the learning outcomes provided by the course/component with the educational program of the university.
10. If an amount of course/component credits, earned by the student at another educational institution, exceeds the number of credits of the relevant course/component of the university, the number of credits provided by the curriculum of the university's educational program shall be recognized.
11. If the number of credits of the course/component passed at another educational institution is less than the number of credits of the corresponding course/component of the university, the decision on compliance is made upon their content analysis.
10. As many credits as a student receives for a course or component taken at another educational institution must be acknowledged if the course or component is recognized through a free component offered by the educational program.
11. Subject to the law, if the course/component is not calculated by ECTS, its volume/scope is calculated based on the analysis of the relevant syllabus. In the absence of a syllabus, any other information related to the scope of the course/component (contact and independent work hours, the volume of study material, type of course, etc.) will be taken into account.

13. In case of multiple evaluations of the same course/component, the total number of credits is assigned to a completed course/component, and the arithmetic average of the grades is calculated during its evaluation (for example, if a student studied one course for three semesters, the number of credits received in each semester is added, and the arithmetic average of semester grades is calculated for the final grade of the course).
14. When an evaluation is given with five points, it must be converted to a 100-point scale using the maximization principle (5 = 100; 4 = 90; 3 = 70). The same rule applies to a differentiating passing exam. An Undifferentiated passing exam is also recognized by the maximum score (Passed = 100).
15. If a student or university initiates a program change, or if a university changes or cancels a program, the credits earned through the changed or cancelled program will be recognized.
16. In the cases provided in Paragraph 15, upon recommendation of a Faculty/School Quality Assurance Office, a faculty/school decides on the compliance of the educational program completed by the student with the university's current program or designing an individual program for a student, taking into account the specifics of a current educational program; prepares a conclusion, and informs the student. A dean and/or a faculty council decide to transfer a student to a relevant program, and the decision (an extract from the minutes of the faculty council and/or the dean's order) is kept in a student's file.
17. If the University does not implement an educational program that is compatible with the canceled program, the University enters into an agreement with another accredited higher education institution to recognize the program completed by a student and notifies the National Center for Education Quality Development of the decision. The learning process for individuals named in the Agreement will take place in accordance with the terms of the Agreement.
18. A recommendation form (Appendix 1) is used in the process of recognizing credits for mobility purposes, which is filled out by the relevant faculty/school and communicated to the student. The acknowledgment must be signed by both the faculty/school involved and the student.

Appendix 1

<div style="text-align: center;"> Ilia State University Faculty/School 20-- -20-- academic year The list of equivalent and required courses below has been prepared by— a bachelor's degree program student of Faculty/ School atUniversity, based on a personal statement (No.), requesting to be enrolled by the rule of transfer for the year 20---20-- in the bachelor's degree program of Faculty/School at Ilia State University. </div>								
Completed Courses	Credits	Assessment	Equivalent Courses	Credits	Assessment	Course Status	Required Course	Credits
						General Module		
			General Modules in Total	0			General Modules in Total	
						Major Academic Program		

			Major academic programs in total	0			Major academic programs in total	0
								0

			Additional Specialty /Free Components	0			Additional Specialty in Total Free Components	0
			Recognized Credits in Total	0			Required Courses in Total	0
<p>Conclusion: based on the presented study card for the..... semester of the 2014-2015 academic year and the respective educational program, we believe it is possible for the student..... to continue studying at Ilia State University on bachelor's degree program at the faculty/school - recognized with..... credits.</p> <p>Ilia State University ----- --- Faculty Dean</p> <p>Head of Faculty/School Quality Assurance Office</p> <p>Service Provider:</p>								

Ilia State University
..... Faculty/School

20-- -20-- academic year

The list of equivalent and required courses below has been prepared by— a master's degree program student of
Faculty/ School atUniversity, based on a personal statement (No.), requesting to be enrolled by the rule of transfer for the year 20--
-20-- in the master's degree program of Faculty/School at Ilia State University.

Completed Courses	Credits	Assessment	Equivalent Courses	Credits	Assessment	Required Courses	Credits
			Total Number of Courses Recognized			Total Number of Required Courses	

Conclusion: based on the presented study card for the..... semester of the 2014-2015 academic year and the respective educational program, we believe it is possible for the student..... to continue studying at Ilia State University on the master's degree program at the Faculty/School -..... recognized with..... credits.

Ilia State University -----
---Faculty/School Dean

Head of Faculty/School Quality Assurance Office

Service Provider: