Approved

By the decision №2 / 2013 of May 11, 2013

THU Academic Council

Modified:

Based on the decision # 02 of the Academic Council of June 23, 2015;

Modified:

Based on the decision # 02 of the Academic Council of February 12, 2016;

Modified:

Based on the decision # 03 of February 17, 2018 of Academic Council;

Rules for obtaining, suspension, termination of student status, mobility, recognition of education obtained during the period of study

(Second Edition)

**Article 1. Obtaining student status**

1. Obtaining the student status for bachelor and doctor of dental medicine educational programs at Tbilisi Humanitarian Teaching University is carried out on the basis of unified national examinations or mobility, in accordance with the rules established by the legislation of Georgia;

2. Obtaining the status of a student of the Master's educational program of Tbilisi Humanitarian Training University is carried out on the basis of a general master's exam or mobility, in accordance with the rules established by the legislation of Georgia; In order to obtain the status of a master's degree program, Tbilisi Humanitarian Teaching University is authorized to state one or more internal university exams; internal university entrance exam / exams are determined in accordance with the decision of the Faculty Board implementing the Master's educational program;

3. Obtaining the status of a bachelor, doctor of dental medicine and master student at the Tbilisi Humanities Teaching University without passing the Unified National / General Master's Examination is possible in cases provided for by the legislation of Georgia, by order of the Minister of Education and Science of Georgia;

4. Necessary precondition for enrollment of a student (obtaining student status) at Tbilisi Humanitarian Teaching University is the conclusion of an agreement with the University on educational services and passing administrative registration every semester, administrative registration is possible from the end of the semester until the beginning of the next semester. Administrative registration requires payment semester tuition fee (for freshmen) in full or at least 50%.

**Article 2. Suspension of student status;**

1. Suspension of the student status of Tbilisi Humanitarian University is carried out in accordance with the rules established by the Law of Georgia on Higher Education, Order N10 / N of the Minister of Education and Science of Georgia of February 4, 2010 and internal legal acts of Tbilisi Humanitarian University;

2. The grounds for suspension of the student status of Tbilisi Humanitarian University is the motion of the relevant faculty, on the following grounds:

a) academic leave granted to a student, on the basis of his / her own application, for a period not exceeding 5 years, in case of continuing study abroad - for a period of study abroad (except for study within the framework of an exchange educational program); study abroad must be documented, by semester;

b) Due to compulsory military service (confirmed by a relevant document);

c) In case of documented long-term illness;

d) Based on the student's application due to pregnancy, childbirth and child care;

e) In case of failure of administrative and / or academic registration, for the relevant semester;

f) In case of violation of the essential terms / conditions of the agreement on educational services between the student and Tbilisi Humanitarian Teaching University, including financial obligations (non-payment of tuition fees);

g) If the educational program implemented at THU is canceled or changed, the student of which is a person, with the provision of further education by the University, in accordance with the "Rule of providing further education to students of the relevant program in case of change or cancellation of the educational program";

h) To be criminally prosecuted before the judgment enters into force, only if a measure that prevents his/her participation in the educational process is imposed as a measure of restraint, or if he is in the penitentiary institution on the basis of a judgment that has entered into force;

i) For 4 academic weeks, in case of non-participation in the educational process;

j) In case of passing the compulsory educational discipline envisaged by the educational program for the third time, receiving a negative grade and not obtaining appropriate credits in the educational discipline, proposing to transfer to another educational program of THU and / or other HEI, in accordance with the “rule of providing further education for the students of the relevant program in case of changing or canceling the educational program";

3. 5 years after the suspension of the student status, Tbilisi Humanitarian Teaching University terminates the student status, unless otherwise provided by the legislation of Georgia.

4. During the period of suspension of a student status, the agreement on educational services between the student and Tbilisi Humanitarian University is suspended.

**Article 3. Termination of student status**

1. Termination of the student status at Tbilisi Humanitarian Teaching University is carried out in accordance with the Law of Georgia on Higher Education, Order N10/N of the Minister of Education and Science of Georgia of February 4, 2010 and in accordance with the internal legal acts of the Tbilisi Humanitarian University;

2. The grounds for termination of student status are:

a) Completion of the educational program at a given level;

b) Personal application;

c) Suspension of the status for more than 5 years during the period of study at Tbilisi Humanitarian University;

d) Carrying out actions incompatible with the status of a student in accordance with the internal regulations of Tbilisi Humanitarian University, the norms of ethical and disciplinary responsibility, followed by the procedures defined in accordance with the internal legal acts of Tbilisi Humanitarian Teaching University to terminate a student status;

e) Death or such notice by a court;

f) Other grounds defined by the legislation of Georgia.

3. Legal consequences of termination of the student status:

a) The legal consequences provided for in the legal act on termination of a student status shall be made twelve months after the issuance of the order. During this period of time the student status is considered suspended and the student is entitled to exercise the right of mobility.

b) In case of termination of a student status, its re-acquisition is allowed in accordance with the rules and terms established by law.

**Article 4. Restoration of student status**

1. A status suspended / terminated student is entitled to restore his / her student status on the basis of his / her own application and / or in case of elimination of the grounds for suspension of student status, in accordance with the rules and terms established by the legislation of Georgia, unless the grounds for termination of student status are incompatible with the regulations and internal regulations of Tbilisi Humanitarian Teaching University;

2. Student status is restored from the semester from which the student status was suspended / terminated;

3. Restoration of student status during the semester on the basis of a personal application will be allowed in case of elimination of the grounds for suspension of student status, if it is possible to achieve academic results within the current semester.

**Article 5. Addition of a semester**

1. A student who has not obtained the relevant academic degree within the timeframe specified in the educational program is entitled to complete the educational program during the semester/s, when a new agreement is concluded on the provision of educational semester / semesters;

2. The tuition fee for the additional semester / semesters is determined on the basis of the Dean's submission, in accordance with the credits of the study course / courses to be studied, on the basis of the order of the Rector of THU; the tuition fee for academic credits is determined according to the credit awarded for the subject, under the following formula: current annual fee is divided by the number of annual credits (standard - 60), resulting in a fee of 1 credit.

**Article 6. External mobility of a student**

1. Transfer of a student from Tbilisi Humanitarian Teaching University and transfer of a student to the same university - mobility is carried out twice a calendar year before the beginning of the fall and spring semesters in accordance with the Law of Georgia on Higher Education, Order N10 / N of the Minister of Education and Science of Georgia of February 4, 2010 and in accordance with the internal legal acts of the University within the timeframes established by the legal acts of the Director of the LEPL "Education Management Information System".

2. Tbilisi Humanities Teaching University is authorized to register places of mobility according to levels and basic educational units or educational programs on the electronic portal.

3. At the request of the Faculty Councils, in accordance with the positive resolution of the Rector, the Quality Assurance Manager of the Quality Assurance Service will ensure the registration of student enrollment places on the LEPL "Education Management Information System" electronic portal, indicating the faculties and educational programs.

4. Mobility can be implemented within one level of higher education. For the purposes of this paragraph, the education program of a certified dentist is considered to be a program compatible with the educational program of the first level of academic higher education.

5. If the number of applications for mobility applicants at the educational program is more than the number of registered places, the appropriate number of students registered at the University will be eligible for enrollment in THU, in accordance with the rules established by the legislation of Georgia.

6. A mobility applicant who does not apply for enrollment in the THU within the time limit set by the THU, he/she loses the right to enroll in the educational program, except in cases provided by the legislation of Georgia.

7. THU, as the recipient HEI, submits to the LEPL "Education Management Information System" a draft legal act (order) for student enrollment, electronic version of related information in accordance with the form established by the individual administrative legal act of the director of the center, based on which the center verifies compliance with legislative requirements, registry and electronic portal data and issues a conclusion on the possibility of enrollment of the above students in the project by mobility. After receiving the positive conclusion of the Center on the draft order, the THU Rector's order on enrollment of the student will be issued and the order will be reflected in the register within 2 working days and will be sent to the Center within 3 working days.

8. Upon transfer from THU, on the basis of the conclusion of the LEPL "Education Management Information System", an order is issued to terminate the student status of a person entitled to enroll in another institution and within 1 week after the student's application, an order is issued, as well as an educational document and other documentation in the student's personal file. The university is authorized to keep a photocopy of the personal file of the student transferring to another HEI. The order on termination of student status and the electronic version of the information related to it shall be submitted to the Center by October 7 - in the fall or by March 7 - in the spring semester, in accordance with the form established by the individual administrative legal act of the Center Director.

**Article 15. Internal mobility**

1. A student of Tbilisi Humanitarian Teaching University has the right to change the educational program with internal mobility during the teaching period;

2. The internal mobility process is administered by Tbilisi Humanitarian Teaching University; the internal mobility is announced on the basis of the order of the THU Rector, in case of student applications for internal mobility;

3. The right to participate in internal mobility is given to the student in the manner and within the time period defined by the legislation of Georgia; A student has the right to participate in internal mobility even if he/she has his/her student status suspended at the moment of announcing internal mobility;

4. Internal mobility can be implemented within one level of higher education.

5. Recognition of student credits in the internal mobility process shall be carried out in accordance with the rules for the recognition of education / educational programs provided for in Article 8 of the same Rule.

6. Internal mobility is announced twice a year, before the start of the semester. After the completion of the internal mobility process, Tbilisi Humanitarian Teaching University is obliged to provide the results of internal mobility to the LEPL "Education Management Information System" within the timeframe established by the legislation of Georgia;

7. Transfer of a student to another educational program with internal mobility as a student is formalized by the order of the Rector.

**Article 8. Conformity of educational programs and the rule of recognition of education received during the study**

1. The relevant faculty council determines the compatibility of the learning outcomes received within the other educational program with the educational mobility offered by it and makes a decision on the recognition of the relevant credits. Credits received within the framework of the educational program on which enrollment and training were carried out in accordance with the rules established by the legislation of Georgia are subject to recognition; credits are recognized in accordance with the requirements established by the legislation of Georgia.

2. As a result of the substantive study, it is possible to determine the relevance of the training courses provided by the student and provided by the educational program of the THU Faculty of admissions:

a) despite the difference in their names;

b) if the educational program implemented by the THU Faculty of admissions for the same course provides the same or less ECTS credit with a small difference than the program of the HEI from which the student is leaving;

3. It is allowed to recognize the course of study not provided by the educational program of Tbilisi Humanitarian Teaching University, within the framework of free credits provided by the educational program;

4. If a person wishing mobility has submitted to the University an educational program that has not been completed in accordance with ECTS / European Credit Transfer System /, the Board of the relevant (receiving) Faculty of the University is authorized to request the person wishing mobility to re-submit the educational program relevant to the ECTS / European Credit Transfer System or to calculate the student load with credits in accordance with the law and to transfer him/her in accordance with the following rules:

a) If the educational program is completed in astronomical hours, the total number of individual subjects is multiplied by 3 and divided by the equivalent of one credit in hours, ie 25. For example, if the subject load in astronomical hours is 60 hours, it is multiplied by x 3 and divided by 25: 60x3 / 25 = 7.2, rounded to 7 credits;

b) If the grade obtained by the student in another HEI corresponds to the 5-point system, he / she should be transferred to the 100-point grade system according to the following principle:

evaluation 5 / excellent / be considered conditional - A 91 (excellent) grade; evaluation 4 / good / conditionally considered as minimum - C 71 (good) grade; evaluation 3 / satisfactory / conditionally considered to be a minimum D 61 (satisfactory) grade;

c) The evaluation “passed" is transferred according to the following principle:

The total number of points obtained as a result of modification of the marks obtained on the exams with the 5-point assessment system (sum of digits) is divided by the number of these study disciplines and the obtained number is considered equivalent to the evaluation of the course completed "passed"; E.g. 81 (4) +91 (5) +71 (4) +71 (4) +91 (5) +81 (4) = 486/6 = 81 (B).

5. The credits of the higher education program on the basis of which the qualification was awarded, may not be recognized for the purposes of another educational program, except for the credits obtained within the educational program of the graduated specialist for the purposes of the bachelor's educational program.

6. Compatibility / relevance of the programs is made by a comparison act and a final motivated decision of the relevant (admission) Faculty Council, which indicates the compliance of the educational program completed by the student with the admission educational program, as well as the number of recognized compatible credits; the draft decision of the Faculty Council is subject to an agreement with the Head of THU Quality Assurance Service and the Head of the Educational Process Management Service, which is verified by their signature; 7. Depending on the number of credits recognized, the student will be enrolled on a mobility basis in accordance with the following, as a relevant semester student:

|  |  |
| --- | --- |
| Number of credits recognized | Relevant semester |
| Up to 15 credits | Semester I |
| 16-45 credits | Semester II |
| 46-75 credits | Semester III |
| 76-105 credits | Semester IV |
| 106-135 credits | Semester V |
| 136-165 credits | Semester VI |
| 166-195 credits | Semester VII |
| Out of 196 credits | Semester VIII |

8. Education received abroad is recognized in accordance with the rules set forth in Article 50 of the Law of Georgia on Higher Education.

**Article 9. Legal force**

These rules are applied to the extent that they do not contradict the legislation of Georgia. In the event that changes are made in the legislation of Georgia, until the relevant changes are reflected in these rules, the part of these rules that no longer complies with the legislation of Georgia shall be considered invalid.