

**Regarding the approval of the rules for
recognition and calculation of credits at Ivane Javakhishvili Tbilisi State University**

Date: 22/02/2024

Resolution N: 25/2024

In accordance with the legal framework set forth by the General Administrative Code of Georgia, including Article 51(1) and the specified subsections (1), (2), and (3) of Article 52, as well as Article 53(3), Article 55(1), and subsections (1) and (2) of Article 56, alongside Article 57, and subsections (1), (3), and (6) of Article 61, as well as Article 21(a) of the Law on Higher Education in Georgia, along with referencing Ministerial Decree No. 135 issued by Minister of Education and Science of Georgia on September 11, 2013, which pertains to the "Statute of the Public Law Legal Entity - Ivane Javakhishvili Tbilisi State University," particularly emphasizing sub-clauses m) and c) of Article 8 (1), and taking into account the resolutions of the Academic Council of the University dated July 14, 2014, as detailed in the sub-clause o) of Article 5(1) of the Regulations of the Academic Council adopted under Resolution No. 73/2014; furthermore, considering Letter No. 4524/10 issued by the Quality Assurance Service of TSU on February 20, 2024, and the minutes of the Academic Council meeting (N4) held on February 22, 2024,

The Academic Council establishes as follows:

1. To approve the procedure for recognition and calculation of credits at the Ivane Javakhishvili Tbilisi State University (**Annex No. 1**)
2. The following resolutions of the Academic Council to be declared void: "On approval of the rules for recognizing the credits of students transferred within the framework of student mobility at the Ivane Javakhishvili Tbilisi State University" of the Academic Council (No.74/2012) dated August 10, 2012, and "On approval of the procedure for recognizing the credits accumulated within the framework of higher education program during the period of study abroad" (N 105/2012) dated November 5, 2012.
3. The University Chancellery must place the resolution in a place accessible to all.
4. This resolution may be appealed by the interested party within one month from the date of its entry into force in accordance with the law at the Tbilisi City Court (address: Tbilisi, 64 Davit Aghmashenebeli Avenue).
5. The resolution enters into force according to the procedure established by legislation.

Credit Recognition Rule

Article 1.

Scope of regulation

The Ivane Javakishvili Tbilisi State University regulation regarding the recognition and computation of credits governs the procedures for the recognition and computation of credits accumulated by students, as well as calculation of credits of training courses completed within the framework of a system different from the European Credit Transfer and Accumulation System; this includes assessing credits obtained through internal mobility/mobility, re-enrollment, restoration of status, courses completion at licensed educational institutions, as well as participation in educational programs of higher educational institutions abroad, which encompasses exchange programs.

Article 2.

Principles of recognition and calculation of credits

Recognition of credits obtained through internal mobility/mobility, transfer, restoration of status, completion of courses at licensed educational institutions, credits earned during periods of study abroad/exchange programs, as well as the principles of recognition/calculation of credits for courses completed within systems differing from the European Credit Transfer and Accumulation System (ECTS) shall adhere to the following principles:

- a) Adherence and/or compatibility to the European Credit Transfer and Accumulation System (ECTS);
- b) Alignment and/or compatibility with the chosen higher education program of the student;
- c) Acquisition/accumulation of credits in accordance with the legislation of Georgia.

Article 3.

Rights and obligations of students/graduates regarding recognition/calculation of credits

1. The student has the right to request the recognition/calculation of credits received/accumulated within the framework of education recognized by the legislation of Georgia.
2. Credits accumulated by the student are recognized in accordance with the credit recognition and calculation rules set forth by the university.
3. Upon returning from abroad, the student participating in the exchange program abroad is obliged to submit a request for recognition of credits to the relevant administrative services.

Article 4.

Authority for calculation and recognition of credits

1. The recognition and calculation of credits are conducted by the Faculty Commission for Recognition of Credits.
2. Within each faculty, a Faculty Commission for Credit Recognition is established by the individual legal act of the dean. This commission comprises the program head(s)/coordinator(s), a representative from the quality assurance service, and an expert in the field (academic or invited personnel). Additional personnel may be added to the commission if deemed necessary, in addition to personnel specified in this paragraph.
3. The Credit Recognition Commission comprises a chairman and a secretary.
4. The chairman presides over the commission's sessions.
5. The secretary of the commission is responsible for setting the agenda and recording minutes during the commission's sessions. The minutes are endorsed by both the chairman and the secretary.
6. The commission convenes as required and is deemed quorate if more than half of its members are present at the meeting.
7. Decisions regarding the recognition/calculation of credits are reached by a majority vote of the participants present at the session. These decisions are documented in the commission's report (Form No. 1), which is signed by the chairman, commission members, and the secretary. The commission's report is filed in the student's personal records.

8. The commission's secretary is accountable for organizing the commission's activities, including credit recognition, document retrieval for calculations, minute-taking, and conclusion preparation.

Article 5.

Credit recognition and calculation procedure

1. To request credit recognition or calculation, individuals must submit an application to the university along with relevant documentation.
2. Documentation verifying credits or completed study results from students participating in exchange programs abroad must be translated into Georgian and notarized.
3. Documents confirming study abroad should include the names of completed training courses/modules, along with the number of credits/hours and grades received.
4. The faculty recognition committee of the respective faculty will review the submitted documents.
5. After analyzing the submitted documents and data available on the internal mobility electronic portal, the commission prepares a conclusion regarding credit recognition and/or a notice concerning credit calculation.
6. In the event of mobility/internal mobility, students are informed of the credit recognition report and, upon approval, are required to sign an agreement to change their educational program.
7. The faculty commission for credit recognition is authorized to request from students a description of the syllabi/annotations of the completed study courses as part of the credit recognition process.
8. The recognition of credits obtained from foreign higher educational institutions is overseen by the National Center for the Development of Education Quality. This recognition is based on determining the compatibility of the credits earned abroad with the university's educational program and the subsequent recognition/calculation of credits.
9. Prior approval from the quality assurance service of the faculty is required for study courses to be taken by students participating in foreign exchange programs at foreign universities. The alignment of these study courses with those offered at the university is assessed, on the basis of which the student's study contract is drawn up.
10. The study contract of students engaged in foreign exchange programs is endorsed by signature of the student and the authorized personnel of the relevant university unit(s). Modifications to the study contract during the mobility period also require signatures from the student and the pertinent university unit(s).
11. The credit recognition procedure must adhere to the time constraints outlined by legislation and internal regulations. In exceptional circumstances, extensions to the credit recognition/calculation period may be granted, taking into consideration reasonable deadlines.

Article 6.

Compatibility of educational programs and recognition of education received abroad

1. Credits are recognized based on the document analysis pertaining to the comparison of the courses completed by the student with the university's educational program in order to assess their compatibility.
2. When the content, outcomes, and credit count of a student's completed study course align with those of a corresponding course at the university, the course is recognized without altering the credit count.
3. Through a thorough examination of study course topics, it is possible to ascertain the equivalence of courses taken by the student and those prescribed by the university's educational program, despite differences in their titles and credit counts.
4. Should the credits earned by the student exceed those allotted for the corresponding university course, the commission acknowledges the credit count designated for the university's course.
5. In instances where the credits earned by the student are fewer than those designated for the university course, the commission deliberates on the recognition of the course based on an assessment of the study objectives and outcomes outlined in the course syllabus.
6. In certain instances, on the basis of course content and specific focus, it is possible to group multiple courses together and recognize them as one or more integrated university courses within the curriculum.
7. When assessing the alignment between a student's learning outcomes and the university's educational offerings, mandatory, elective, and supplementary credits are acknowledged. (A supplementary credit may be acknowledged as a course, provided that a compatible course is available within the university's educational programs.) Additionally,

depending on the objectives and outcomes of a course, credits from courses not covered by the university's educational program(s) may also be recognized.

8. Unrecognized supplementary credits may be documented in the diploma supplement.

9. If the educational program offered by the host university requires proficiency in a second foreign language, the student's language proficiency level can be assessed through an internal examination upon application. Based on the results, the student will continue their studies at the appropriate language level.

10. Considering the specifics of the educational program, if the number of recognized credits from elective courses exceeds the required credits for the program, the commission will select courses with the highest grades to include in the student's electronic record. Upon the student's request, additional completed courses can be added to the electronic record, while the remaining courses will be noted in the supplementary section of the diploma supplement.

11. If a foreign university uses a credit system different from the European Credit Transfer and Accumulation System (ECTS), the student must provide an official document from the foreign institution detailing the transferability and the compatibility of their credit system with the ECTS.

12. If the recognized free credits align with any additional (minor) educational programs offered by the university, the student may be recommended to pursue them.

13. The university has the authority to recognize learning outcomes achieved by individuals who have completed another academic higher education program at the same level within the corresponding level of higher education, following the regulations outlined in the university charter.

14. To assess the compatibility of learning outcomes for individuals seeking mobility, the Faculty Commission for Credit Recognition prepares a report on the feasibility of credit recognition.

15. Credits obtained within the framework of an educational program, in which enrollment and training were carried out in accordance with the Georgian legislation, are subject to recognition by the Commission.

16. Credit recognition adheres to the requirements outlined by the Georgian legislation.

17. Reinstated students and graduates from periods when no credits were assigned for completed courses will receive credits for their completed courses in accordance with this rule.

Article 7.

Determination and recognition of compatibility of university credits of licensed educational institution students

1. The compatibility of credits earned by students from licensed educational institutions with the university's educational program is assessed and recognized through the implementation of guidelines provided by the National Center for Education Quality Enhancement. In instances where an exam is required for recognition and credit calculation, coordination with the National Center for Education Quality Enhancement and the administration of the exam will be facilitated jointly by the University's educational process management department and the pertinent faculty departments.

2. The state recognition of higher education obtained by individuals enrolled in a licensed higher education institution (hereafter referred to as "recognition of higher education") involves assessing whether the attained learning outcomes of individuals enrolled in a licensed higher education institution, whose period of study may not be fully or partially recognized by the state, align with the officially recognized learning outcomes outlined in the components of the educational program.

3. For the purpose of seeking recognition of higher education, individuals are required to submit an application to the National Center for Education Quality Enhancement. This application must include:

a) A statement from the authorized higher education institution affirming the congruence of the learning outcomes attained by the individual enrolled in the licensed higher education institution, within a program unrecognized by the state, with the learning outcomes specified in the components of the corresponding higher education program offered by the authorized higher education institution (considering available slots for program admissions).

b) The relevant document or certificate from the licensed higher education institution, or a notarized copy, that outlines the individual's enrollment, expulsion, or completion of studies at the institution. Additionally, it should contain a comprehensive list of subjects completed during the study period, along with their respective credits and/or evaluations. This documentation serves to ascertain the alignment of the learning outcomes achieved by the individual within the licensed higher education institution's program, not recognized by the state, with the learning outcomes outlined in the educational program components.

4. A prerequisite for the recognition of higher education is that the individual is enrolled in a higher educational institution in accordance with the procedure established by the Georgian legislation.
5. Upon receipt of an application from an interested individual, the National Center for Education Quality Enhancement reserves the right to request supplementary information concerning the recognition of the individual's education from the university whose educational program the applicant seeks to have their higher education acknowledged within.
6. Upon submission of the student's application, the university administers an examination that encompasses the components of the educational program. The purpose of the examination is to evaluate whether the individual possesses the competencies outlined in the specific components of the relevant educational program.
7. The National Center Education Quality Enhancement holds the authority to oversee the progression of the examination process. Subsequently, based on the assessment received from the university, the National Center for Education Quality Enhancement takes a decision regarding the recognition of the individual's higher education.
8. The procedure for conducting the examination for the recognition of education and the examination subject are approved by the order of the dean of the faculty.
9. The interested party must be informed about the examination at least two weeks prior to its administration, unless the party specifically requests a shorter notice period. Additionally, the center must be informed in advance regarding the examination schedule.
10. The decision concerning the recognition of education specifies the portion of the student's education that is deemed recognized.
11. To recognize credits, the compatibility of the education received by the individual through licensed means with the university's educational program is established.
12. Upon achieving a positive outcome in the examination(s) (50% + 1%), the university verifies compatibility, resulting in an appropriate conclusion that is endorsed by all commission members.
13. The commission's report is issued to the interested party.
14. Should the National Center for Development of Education Quality recognize the higher education of an individual enrolled in a licensed higher educational institution, depending on the number of recognized credits, the student is given the opportunity to continue his studies from the relevant semester.

Article 8.

Recognition of learning results achieved within one qualification for purposes of another qualification

1. As per Georgian legislation, an individual enrolled in a university has the right to submit a written application to the university for assessing the compatibility of learning outcomes achieved within one qualification with the corresponding educational program offered by the university.
2. To determine credits, the university evaluates the compatibility of learning results attained by an individual within the framework of another educational program of the same level of high education as the educational program of the university;
3. A student seeking compatibility assessment for learning results achieved within one qualification must submit documentation verifying the relevant qualification, such as a diploma, diploma supplement, or authenticated transcript, along with details of completed coursework (syllabus).
4. The student's diploma supplement or authenticated transcript must explicitly state the specific foreign language studied.
5. In case of incomplete documentation or non-compliance with stipulated requirements, the commission reserves the right to withhold credit recognition.
6. As a result of thorough examination of study course content provided by the educational programs, it is possible to ascertain the relevance of the courses, irrespective of discrepancies in their names.
7. The commission's conclusion is endorsed by the commission's chairperson and secretary, with the latter responsible for documenting the session's proceedings. Credit recognition decisions are made by majority vote.
8. The commission's secretary is tasked with resolving organizational matters related to the commission's activities and preparing documentation regarding credit recognition for students.
9. The university is authorized to calculate the student's credit load for programs not adhering to the European Credit Transfer and Accumulation System, subject to conditions outlined in this rule.

Article 9.

Recognition of education received abroad

1. The qualification received from a foreign higher education institution, or the education acquired during enrollment in such an institution, is recognized based on its conformity with the corresponding qualifications awarded by Georgian higher education institutions. Such conformity in terms of learning outcomes and qualifications can be confirmed irrespective of differences in the duration of study.
2. The qualification received from a foreign higher education, or the education acquired during enrollment in such an institution, is overseen by the National Center for Education Quality Enhancement of Georgia. This process is conducted in accordance with the international agreements and the rules established by the Minister of Education, Science and Youth of Georgia.
3. On the basis of the order of the Ministry of Education and Science of Georgia, the University of Georgia is authorized to decide on the admission of an applicant or student possessing foreign educational credentials to a higher education institution in Georgia. This decision, which may include granting admission to master's degree candidates without requiring unified national exams or common master's exams, must be made in compliance with the law.
4. Within the framework of the exchange program, the recognition of the credits received by the student in a foreign higher educational institution is carried out in accordance with the decision of the National Center for Education Quality Enhancement and this rule.

Article 10.

Calculation of credits for study courses completed outside the European Credit Transfer and Accumulation System (ECTS)

1. The university has the right to determine the student's credit allocation in compliance with applicable laws, particularly for educational programs that do not adhere to the European Credit Transfer and Accumulation System.
2. The conversion of the 5-point evaluation system to the 100-point system is carried out according to the following principle:

Excellent (5)	91 points	A
Good (4)	84 points	B
Satisfactory (3)	69 points	D

3. Non-differentiated assessment is recognized as follows: “pass” is assigned a conditional score, which represents the arithmetic average of the scores obtained by the student in all subjects (rounded to a whole number). In the case of a study course undertaken abroad, the conditional score is calculated by the arithmetic mean of the scores of the study courses taken abroad.
4. If the student assessment system utilized in foreign higher education institutions does not utilize numerical grades, but instead relies on Latin letters (such as A, B, C, D, E, A+, A-, etc.) or verbal descriptors (such as excellent, very good, good, satisfactory, sufficient), and there is no official documentation outlining this system, the conversion of this system to the grading system employed by the university should be conducted as follows:

A +	Excellent	100
A	Excellent	
A -	Excellent	
B +	Very good	90
B	Very good	
B -	Very good	
C +	Good	80
C	Good	
C -	Good	

D +	Satisfactory	70
D	Satisfactory	
D -	Satisfactory	
E +	Sufficient	60
E	Sufficient	
E -	Sufficient	

6. If the foreign higher education institution does not employ the 100-point grading system as outlined in paragraph 5 of the aforementioned rule, the Faculty Commission for credit recognition is authorized to assess the compatibility of this system with the European Credit Transfer and Accumulation System (ECTS), which is typically specified in the agreement between the university and the relevant foreign higher education institution. Subsequently, in accordance with paragraph 5, the Commission determines the compatibility of the grading system with the evaluation system in place at the university. A copy of the agreement between the university and the relevant foreign higher education institution is retained in the Quality Assurance Service of the respective faculty.

Article 11.

Determination of relevant semester according to recognized credits

1. With the exception of students enrolled in the integrated bachelor-master educational program of a licensed physician/dentist, the student is recommended to continue his studies from the relevant semester according to the following scheme:

Recognized credits	Relevant Semester
0 - 19	I Semester
20 - 49	II Semester
50 - 79	III Semester
80 – 109	IV Semester
110 – 139	V Semester
140 – 169	VI Semester
170 - 199	VII Semester
200 - 240	VIII Semester

2. Depending on the number of recognized credits, the student of the medical program is recommended to continue his studies from the relevant semester according to the following scheme:

Recognized credits	Relevant semester
0 - 19	I Semester
20 - 49	II Semester
50 - 79	III Semester
80 – 109	IV Semester
110 – 139	V Semester
140 – 169	VI Semester
170 - 199	VII Semester
200 - 229	VIII Semester
230 - 259	IX Semester
260 - 289	X Semester

290 - 319	XI Semester
320 - 360	XII Semester

3. Depending on the number of recognized credits, the student of the graduated dentist/integrated bachelor-master educational program is recommended to continue his studies from the relevant semester according to the following scheme:

Recognized credits	Relevant semester
0 - 19	I Semester
20 - 49	II Semester
50 - 79	III Semester
80 - 109	IV Semester
110 - 139	V Semester
140 - 169	VI Semester
170 - 199	VII Semester
200 - 229	VIII Semester
230 - 259	IX Semester
260 - 300	X Semester

Article 12.

Appeal Process

Complaints concerning the recognition of students' credits are reviewed jointly by the quality assurance service of the university and the pertinent faculty commission responsible for credit recognition.

Faculty Commission Report on Credit Recognition

Name and Surname of the Applicant: _____

Credit-granting (teaching) higher educational institution: _____

Educational Program (Specialty): _____

Relevant Faculty of Ivane Javakhishvili Tbilisi State University responsible for recognizing credits:

Compatible Higher Educational Program(s): _____

#	The precise title of programmatically compatible study course undertaken at a higher educational institution in Georgia or abroad	Number of credits/contact hours	Received Assessment Grade	The precise title of the advanced study course that is programmatically compatible with the curriculum of Ivane Javakishvili Tbilisi State University	Recognized Credits	Recognized Assessment
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Number of Recognized Credits: ____

Continuation of studies is permitted ____ main program ____ additional program ____ from ____ semester.

Depending on the specifics of the educational program, the prerequisites of the educational courses constituting the curriculum, and their scheduling, as per the individual study plan of the student, it may be necessary for them to complete an additional semester (or semesters).

Head of Commission:

Secretary of the Commission:

Commission members: