

**Mobility, Internal Mobility and Credit Recognition Regulation
at Caucasus International University**

Article 1. General Provisions

The present regulation determines the procedures of programme changes related to enrolling students in Caucasus International University (hereinafter shall be referred to as – university) from other institution of higher education within the framework of mobility as well as internal mobility. In addition, it regulates the principles of determining the compatibility of credits accumulated within the framework of other education programme and recognition of relevant credits.

Article 2. The Procedure of Internal Mobility

1. Changing an education programme within the framework of internal mobility at Caucasus International University can be applied by a student with an active status after completion of one term.

2. A student with a suspended status can change an education programme within the framework of mobility only after restoring the status.

3. The terms and deadlines of statement submission and process completion for internal mobility is determined by a decree issued by Rector.

3¹. The right of internal mobility arises for the student only for the educational program to which he / she has passed:

a) Within the Unified National Examinations, the subject / subjects established as a prerequisite for enrollment in the program are for students who passed the Unified National Examinations in 2020 and beyond;

b) removed (01-98, 19.07.2023)

3². If a student does not meet the prerequisites for the subjects passed, he / she has the right to register for the Unified National Examinations and pass only one subject required for internal mobility. (02-135, 26.10.2021)

4. Extra preconditions are not determined for changing programmes within the framework of internal mobility. Due to programme peculiarities, some specific preconditions may be set related to the process of internal mobility by Rector's decree.

5. The statements submitted by the candidates for internal mobility are considered by Programme Supervisors along with the Faculty Quality Assurance Coordinator. A conclusion for credit recognition is prepared after discussion for each student, signed by Programme supervisor, the Faculty Quality Assurance Coordinator (if any) and the Dean of the Faculty. (01-81, 27.07.2018) (01-24, 11.03.2022).

6. Rector's decree on changing a programme within the framework of mobility is prepared on the basis of the conclusion of credit recognition.

7. Academic term for students is determined in accordance with recognized credits and preconditions of the subjects to be taken.

8. The decree on programme changes within the framework of internal mobility is depicted in university academic base and Student Registry of Ministry of Education and Science of Georgia.
9. A copy of decree on programme changes within the framework of internal mobility is sent to National Center for Education Quality Enhancement within the deadline determined in accordance with Legislation.
10. The following rule of internal mobility applies to the one-step medicine program for students enrolled in the Unified National Examinations:
 - A) The student must meet the prerequisites for admission to the medical program set by the University (has passed the subjects set for the medical program in the Unified National Examinations and has passed the threshold scores) and has a ranked score of at least 1800 points in the Unified National Examinations.
 - B) If a student has not passed the prerequisite subject for the national exams or has not crossed the threshold mentioned in the prerequisite for admission, he / she is entitled to internal mobility only if his / her total or last active semester GPA is greater than or equal to 3.0 (last Semester with a minimum of 15 credits). A student enrolled without English, or with a score below the set threshold, will be granted internal mobility upon proof of English language proficiency (by submitting a certificate of English language proficiency / oral and in-house test).
 - C) The established rules do not apply to the student who was studying in the medicine program, changed the program and again decided to continue studying in the medicine program. **(01-42, 20.05.2020)**

Article 3. The Procedure of External Mobility

1. A student is entitled to apply a right of mobility by National Center for Education Quality Enhancement.
2. No additional preconditions are determined for mobility in the university. Due to programme specificity, some preconditions may be set for enrollment.
- 2¹. The right of mobility arises for the student only for the educational program to which he / she has passed:
 - a) Within the Unified National Examinations, the subject / subjects established as a prerequisite for enrollment in the program are for students who passed the Unified National Examinations in 2020 and beyond;
 - b) removed **(01-98, 19.07.2023)**
- 2². If a student does not meet the prerequisites for the subjects passed, he / she has the right to register for the Unified National Examinations and pass only one subject required for internal mobility. **(02-135, 26.10.2021)**
3. Mobility is carried out within the framework of vacant places announced by Rector's decree which will be depicted in the corresponding web-page of National Center for Education Quality Enhancement.
4. Registration deadlines will be determined for students gained the right to be enrolled on the basis of mobility results by Rector's decree.

5. The basis for enrollment in university within the framework of mobility is a consent of Ministry of Education and Science of Georgia and going through registration procedures within the deadline – submitting an application and pre-determined documents.
6. A conclusion on credit recognition is prepared based on the applications and documents submitted by the candidates, having gained a right to be enrolled within the framework of mobility, which is signed by the Program Manager, the Faculty Quality Assurance Coordinator (if any) and the Dean of the Faculty. (01-81, 27.07.2018) (01-24, 11.03.2022)
7. Academic term will be determined in the conclusion on credit recognition. Academic term for the student is determined in accordance with recognized credits and preconditions of the subjects to be taken.
8. A student is to become familiar with a conclusion on credit recognition and his/her consent on recognized credits and term determined is confirmed by his/her signature.
9. Rector's decree project is elaborated based on registered students and prepared conclusion, which is sent to National Center for Education Quality Enhancement within the deadline determined by the center.
10. In case of positive response by National Center for Education Quality Enhancement, based on the submitted decree project, Rector's decree is issued on the enrollment of students within the framework of mobility.
11. A student willing to be enrolled within the framework of mobility is entitled to refuse (with a statement) before Rector's decree is signed. In case of a written refusal, the student will not be enrolled; despite the fact that the student may be in the decree project and positive conclusion is received on his/her enrollment.
12. The decree on enrollment of students within the framework of mobility is depicted in Student Registry within the deadline determined in compliance with legislation and a copy is sent to National Center for Education Quality Enhancement.
13. After completing a deadline for reflecting the mobility results, a decree for suspending status for the students enrolled within the framework of mobility is issued in accordance with the data of students' registry, which will be reflected within the determined date and a copy is sent to the center.
14. The student transferred within the framework of mobility is given original documents after the consent is provided by corresponding university departments – in case no obligation related to finances, books and computer technology is observed.

Article 4. General Principles for Credit Recognition

1. Only the credits, accumulated within the framework of the programme, in which enrollment and tuition were carried out in compliance with legislation, are to be recognized;
2. The subjects passed in a licenced education institution by a student are to be recognized, in case there is a consent from National Center for Education Quality Enhancement.
3. The university recognizes learning outcomes achieved by an individual under the framework of educational programme corresponding to academic higher education by dealing with other

educational programme of the same cycle with the purpose of conferring relevant qualification. **(01-81, 27.07.2018)**

4. Credit recognition is carried out by a Specific Credit Recognition Commission, being a constant-operating body. The members of the commission include: Education Programme Supervisor, Coordinator of Faculty Quality Assurance and Faculty Dean. **(01-81, 27.07.2018)**

5. The project on Conclusion for Credit Recognition, is made by Programme Supervisor, which is verified and confirmed with signatures by Coordinator of Faculty Quality Assurance and Dean. The process of credit recognition is supervised by Head of Quality Assurance Service. **(01-81, 27.07.2018), (01-162, 16.11.2018)**

6. Academic Process Management Service is to manage organizational issues and prepare documents related to credit recognition. **(01-81, 27.07.2018)**

7. Credits, accumulated in other education institutions by students or the ones accumulated during studies abroad, are recognized according to the compliance of ECTS credits with the curriculum of education programme chosen by a student. **(01-81, 27.07.2018)**

8. If a student has an academic lag due to the completed courses and cannot receive qualification within the terms under the framework of the program, the university is entitled to recognize accumulated credits in compliance with the corresponding modifications made for the programme **01-81, 27.07.2018)**

(01-81, 27.07.2018)

9. Refusal on credit recognition can be made in compliance with the Legislation of Georgia and present document. In case of inquiry made by a student or authorized person, the university is obliged to substantiate the reason for recognition or non-recognition of credits. **(01-81, 27.07.2018)**

Article 5. Regulations for Credit Recognition

1. The credits of academic courses are recognized in accordance with the learning goals and outcomes, on the basis of analysis of syllabi of academic courses completed by a student. The commission is entitled to require syllabi of academic courses completed by a student in case of necessity.

2. Compliance between academic courses is determined according to the titles. In case of differences in titles, the compliance is determined on the basis of 2/3 similarities of content analysis of the academic courses and/or learning outcomes. Due to the content, several subjects completed in the initial university can be recognized as one subject and vice-versa. **(01-81, 27.07.2018)**

3. Academic courses, completed in students' initial university (in case of mobility) or in education institutions abroad, are recognized in accordance with the credits conferred within CIU education programmes, despite the credit numbers conferred in initial universities. **(01-81, 27.07.2018)**

4. Academic courses, not included in university education programme, but being available in any offered programme, is recognized within the framework of free credits. Only the credits envisaged within university curricula are to be recognized.

5. Academic courses not included in any education programme offered by university is also recognized within the framework of free credits with the title and credits conferred in initial university. In this case, new academic courses are added to GONI-University Academic Process Management System;

6. In case the number of free credits exceeds the free credits to be recognized within the framework of the programme or the programme does not contain a module of free credits, the commission is entitled to recognize the academic courses as so called the courses completed additionally and include in Diploma Supplement (e.g. more than 240 credits in case of undergraduate programmes). (01-81, 27.07.2018)

7. If a student transfers from an English-language educational program (education received in Georgia or abroad) and has less than the total number of mandatory English language credits set by the university for the program in the English language course, the actually passed English language credits will be recognized, and the programmatically mandatory English language credits will be passed in the curriculum Accordingly. (01-81, 27.07.2018) (01-98, 19.07.2023)

8. In case the mobility is not initial for a student (he/she has applied mobility before), the commission is obliged to recognize subjects from every transcript submitted by a student.

9. The compatibility of learning outcomes achieved during studies abroad by a student and corresponding credits are recognized by university with National Center for Education Quality Enhancement.

10. The compatibility of learning outcomes achieved during studies abroad by a student and corresponding credits are recognized by university independently in case a student has completed the academic courses within the framework of agreement on mutual recognition of credits and the contact is agreed with Ministry of Education and Science of Georgia in compliance with the Legislation.

11. The credits accumulated by a student with a terminated status within the framework of cancelled programme shall be recognized according to this regulation in case of restoring status in the current - accredited programme.

Article 6. Recognition of Assessments different from ECTS Credit System

1. In case an initial university of the willing candidate applies a different credit system, a student is to submit an official document issued by the initial institution, in which the compatibility of the system with ECTS system is to be indicated. In case student fails to submit the document, he/she is to present a transcript, in which the volume of the course acquired by a student is depicted in academic hours. Credits are conferred to such courses conditionally, hours for independent work are added to the volume of the course (contact hours) with a correlation, corresponding to the academic course in the recipient university. The sum is divided into 25 and rounded to the whole number;

2. In case a primary institution of a willing candidate does not use a 100-point system of assessment, a student is obliged to present an official document issued by a primary institution, giving an explanation for its (the system) relevance to a 100-point system of assessment.

3. The following principle is applied to transfer a 5-grade system to a 100-point system of assessment.

Excellent (5)	95 points	A
Good (4)	80 points	C
Sufficient (3)	60 points	E

4. In case a student received so called a “differentiated pass” in one of the subjects compatible with education program, it is recognized in accordance with the principle applied for transferring a 5-grade system to a 100-point system of assessment;
5. So called “pass” is recognized in accordance with conditional conferring points: arithmetic average of the points accumulated in every subject is rounded to the whole number.
6. The point for recognized academic course is determined in compliance with the assessment received in the initial university to the following principle:
 - a) In case of recognition of several study courses as one study course, the score is calculated by the arithmetic average of the scores of the recognized subjects. (both in the case of mobility and during software modification)
 - b) In case of recognition of one study course as several study courses, points will be transferred to all recognized subjects. (01-81, 27.07.2018) (01-98, 19.07.2023)
7. Removed (01-126, 12.11.2020) (01-98, 19.07.2023)

Article 7. Final Provisions

1. Students’ complaints related to credit recognition are reviewed by Quality Assurance Service and corresponding recommendations are presented to the commission.
2. Additional regulations for credit recognition may exist in each faculty, which are to be agreed with Faculty and University Quality Assurance Service. The regulation is to be approved by Academic Council.
3. Credit recognition rule at university becomes invalid by present regulation.
4. The student, being enrolled before adopting the present regulation and his/her subjects were recognized in accordance with the previous regulation, is entitled to apply Faculty Dean’s Office and require to recognize credits anew, if the previous regulation regulates the issue differently.
5. Amendments and/or supplementary articles/paragraphs in the present regulation are made/added by Chancellor’s order.
6. The present regulation is valid after signing.