



NATIONAL EDUCATIONAL UNIVERSITY

Credit Recognition Rules



Article 1. Determination of the Conformity of Educational Programs and Recognition of Obtained Education

1.1. The rule regulates the principles of determining the compatibility of credits accumulated within another educational program of a person wishing to move/restore from another higher educational institution, as well as a person wishing to move/restore within the “NEU - National Educational University” (hereinafter referred to as the “University”);

1.2. The rule regulates the recognition of education obtained abroad and the principles of admission and enrollment of a foreign citizen or stateless person.

Article 2. Determination of the Conformity of Educational Programs

2.1. The conformity of educational programs at the university is determined by the Quality Management Service, the head/heads of the educational program, the dean/deputy dean, academic staff with field qualifications;

2.2. The persons specified in paragraph 2.1 of the same article shall determine the compatibility of the learning outcomes achieved by the person wishing to be mobile within the framework of another educational program with the educational programs and shall make a decision on the recognition of the relevant credits. Based on the number of recognised credits, the student shall be recommended to continue his/her studies from the relevant semester. This decision shall be confirmed by the person wishing to be mobile (Appendix N1), (Appendix N2);

2.3. Credits obtained within the framework of the educational program of the educational institution to which enrollment and training were carried out in accordance with the procedure established by law shall be subject to recognition;

2.4. Recognition of credits obtained within the framework of the educational program may be carried out on the basis of the student's personal file and/or a substantive study of the educational program (curriculum) and training courses (syllabuses) studied by the student;

2.5. During the recognition of the educational program (credits received), the credits of the courses taken by the student within the framework of another educational program are compared with the courses provided for by the university educational program;

2.6. As a result of the content study, it is possible to determine the correspondence of the courses taken by the student and those provided for by the university educational program:

A. Regardless of the difference in their names;

B. If the ECTS credits provided for by the educational program implemented by the receiving school for the same course are different, recognition is made taking into account the content compatibility of the courses within the framework of the receiving school program.

2.7. When recognizing credits for study courses, the learning objectives and outcomes specified in the syllabi of the study courses studied by the student, their compliance with the National Qualifications Framework (subject-specific and general competencies), are taken into account;

2.8. The university is authorized to determine the compatibility of the knowledge and skills of the mobility applicant with the educational program based on an interview;

2.9. Study courses studied by the student, which are not included in the relevant educational program of the university, may be recognized as elective or free credits if the university educational program includes an elective or free component;

2.10. Credits remaining without recognition, upon the student's request, are reflected in the diploma supplement;

2.11. If the name and number of credits of the course completed by the student coincide with the name and credits of the course of study of the student's desired program, then the course of study is recognized automatically;

2.12. As a result of determining the correspondence of the educational program and recognizing the credits, the number of credits is determined, which is recognized for the student for the purposes of the new educational program and according to which it is determined from which semester of the educational program the student continues his studies.

Article 3. Recognition of education obtained during the period of study

3.1. In the event that a person wishing to be mobile has submitted to the University an educational program that has not been completed in accordance with the ECTS/European Credit Transfer System, the persons specified in Article 2, Paragraph 2.1. of the same Rule are authorized to require the person wishing to be mobile to re-submit an educational program that complies with the ECTS/European Credit Transfer System or, in accordance with the procedure established by law, to calculate the student's workload in credits themselves and transfer it in accordance with the following rules:

A. If the educational program is completed in astronomical hours, the total number of individual study courses is multiplied by 3 and divided by the equivalent of one credit

in hours, i.e. by 25. For example, if the course load in astronomical hours is 60 hours, it is multiplied by 3 and divided by 25: $60 \times 3 / 25 = 7.2$, rounded up to 7 credits;

B. If the student's grade received at another higher education institution corresponds to the 5-point system, it should be converted to the 100-point grading system according to the following principle:

- Grade 5 - (A) 95 points;
- Grade 4.5 - (B) - 85 points;
- Grade 4 - (C) - 75 points;
- Grade 3.5 - (D) - 65 points;
- Grade 3 - (E) - 55 points.

The conversion of the grade to “counted” is carried out according to the following principle: the total sum of the grades obtained in the exams with a 5-point grading system to a 100-point grading system (the accumulated number) is divided by the number of these training courses and the resulting number is considered equivalent to the grade of the training course completed with “counted”. For example: $81(4) + 91(5) + 71(4) + 71(4) + 91(5) + 81(4) = 486 / 6 = 81(B)$;

3.2. The compatibility/correspondence of programs is formalized by a legal act of the Rector issued on the basis of the conclusion on the recognition of the submitted credits, which indicates the compliance of the educational program completed by the student with the receiving educational program, as well as the number of recognized/compatible credits, and, if necessary, information about the individual curriculum offered to the student (Appendix N3);

3.3. The University, based on the conditions provided for by the legislation and the consent of the student wishing to participate in mobility, will develop a draft legal act on the enrollment of students through mobility, and the student will be enrolled in accordance with the rules established by the legislation;

3.4. At the request of a student enrolled in the University in accordance with the procedure established by the legislation, the University determines the compatibility of the results achieved by the person during his/her studies at a higher educational institution licensed or authorized in Georgia with the educational program offered by it and, based on the application of the Center, develops a conclusion on the recognition of the relevant credits;

3.5. If a student is recognized for an integrated study course with a set of subjects mastered at the primary school, the conditional award of a score is made based on the arithmetic average of the grades received in the recognized subjects.

Article 4. Final Provisions

4.1. This Regulation is approved by the University Senate;

4.2. This University Regulation comes into force immediately upon signing;

4.3. The adoption, cancellation, and introduction of amendments and supplements to the Regulation are carried out by the Senate;

4.4. This regulation shall cease to be valid upon approval of the new regulation.

"NEU - National Educational University"					
Conclusion on the recognition of credits of a student wishing to transfer through mobility					
Student's first and last name					
Student ID/passport number					
Checking the university					
Completed educational program					
"NEU - National Educational University" Compatible Bachelor's Program					
Learning components mastered within the framework of the completed program	Credit earned	Evaluation	Software-compatible learning components	Recognized Credit	assessment
Number of accumulated credits	-----		Number of recognized credits	-----	
Conclusion: It is recommended that the student continue their studies from the ----- semester. The total number of credits for the study components to be taken up by the student's mobility enrollment is ----- credits. Note: The student will complete different/additional learning components according to the individual learning program agreed upon with him/her.					

To be submitted to the Rector of the "NEU - National Educational University" for approval

Quality Management Service:

Head of Educational Program:

Dean of School:

Student Signature:

"NEU - National Educational University"

(Student's consent application

for the number of recognized credits)

(Applicant's first name, last name, patronymic)

(ID/Passport No.)

(phone number)

(Email)

I confirm that I have fully read the conclusion on the recognition of the corresponding credits of the educational components I have completed and I agree _____ to continue my studies on a mobility basis based on the recognition of Credits at "NEU - National Educational University" _____ School _____ Program _____ From the _____ semester of the academic year.

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Student's signature:

Date of completion:

Individual Study program

On the basis of the order of the rector of "Neu- National Educational University" on ____ (date) _____ semester of the _____ semester of the _____ semester, the student enrolled on the basis of student status mobility _____ has been recognized with _____ credit.

Accordingly, the study courses with the individual study program agreed with the student were defined as follows:

Nº	Required courses in the main field of study Credits	Credits to be earned	Semester according to the program	Individual program semester
	Total			
	Elective courses in the main field of study			-----
				In semesters, a student must earn -- credits
Elective courses				
Free courses				
	Total			

To be submitted to the Rector of the "NEU - National Educational University" for approval.

Dean of the School:

Student: