

Free Academy of Tbilisi

Rule of Credit Recognition



## **Article 1. Determination of relevance of educational programmes and recognition of education acquired**

- 1.1. The rule regulates the compatibility of credits accumulated during the study period of a person wishing to transfer from another higher educational institution, as well as a person wishing internal mobility/restoration of student status in another educational program, and the principles of recognition of relevant credits;
- 1.2. The rule regulates the recognition of education acquired abroad and the principles of admission and enrollment of a person with/without foreign citizenship.

## **Article 2. Determination of educational programmes relevance**

- 2.1. The relevance of educational programmes in the academy is determined by the quality management service, head/heads of the educational programme, dean/deputy dean, academic staff with field qualifications;
- 2.2. The persons indicated in the paragraph 2.1 of the same article determine the compatibility of the learning outcomes achieved by a person wishing to move to another educational programme with the educational programmes and make a decision on the recognition of the relevant credits. Depending on the number of recognized credits, the student is recommended to continue his studies from the corresponding semester. The said decision must be confirmed by the applicant for mobility (Appendix N1; 2);
- 2.3. Only the credits obtained during the study period on the educational programme, in which the enrollment and teaching were carried out in accordance with the law, are subject to recognition;
- 2.4. Credits obtained within the framework of the educational programme can be recognized on the basis of the student's personal case and/or the study of the content of the educational programme (curriculum) and courses (syllabi) studied by the student;
- 2.5. During the recognition of credits, the credits of the training courses taken by the student within the framework of another educational programme are compared with the training courses provided by the educational programme of the Academy;
- 2.6. As a result of the content study, it is possible to determine the suitability of the training courses completed by the student and provided by the educational programme of the Academy:
  - a. Despite the difference in their names;
  - b. If the ECTS credit of the training course acquired by the student is different from the credit of the course provided by the programme of the receiving school, recognition is made taking into account the content compatibility of the courses;
- 2.7. When recognizing the credits of the study courses, the learning goals and outcomes specified in the syllabi of the study courses studied by the student, their compliance with the national qualifications framework (sectoral and general competencies) are taken into account;
- 2.8. The Academy is authorized to determine the compatibility of the mobility applicant's knowledge and skills with the educational programme based on the interview;

**2.9.** Courses studied by the student, which are not included in the corresponding educational programme of the Academy can be recognized as elective or free credit in the event if the educational programme of the Academy provides optional or free components;

**2.10.** Credits which are not recognized will be reflected in the diploma supplement at the request of the student;

**2.11.** If the name of the study course completed by the student and the number of credits match the name and credit of the study course of the student's desired programme, then the study course is recognized automatically;

**2.12.** As a result of determining the compliance of the educational programme and recognizing the credits, the number of credits are recognized for the goals of the new educational programme and according the number of recognized credits it is determined from which semester of the educational programme the student will continue study.

### **Article 3. Recognition of education received during the study period**

**3.1.** In the event that the person seeking mobility has submitted to the Academy an educational programme that is not completed in accordance with the ECTS/European credit transfer system, the persons specified in the Article2, paragraph 2.1 of the same rule are authorized to request the applicant person to re-submit the educational programme corresponding to the ECTS/European Credit Transfer System or to calculate the student's load of credits in accordance with the law, and to carry out the transfer in accordance with the following rules:

a. If the educational programme 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, that is, by 25. For example, if the course load in astronomical hours is 60 hours, it is multiplied by 3 and divided by 25:  $60 \times 3 / 25 = 7.2$ , rounding corresponds to 7 credits;

b. If the grade received by the student in any other higher education institution corresponds to the 5-point system, it should be transferred 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 grade "passed" is transferred according to the following principle: the total number of points obtained as a



result of modification of the grades received on the exams with a 5-point grading system to a 100-point grading system (accumulated figure) is divided by the number of these training courses, and the resulting figure is considered as "passed" in the evaluation of the completed training course equivalently. For example:  
 $81(4)+91(5)+71(4)+71(4)+91(5)+81(4)=486/6=81(B)$ ;

**3.2.** The compatibility/relevance of the programmes is confirmed by the rector's legal act issued on the basis of the conclusion of recognition of the presented credits, which indicates the compatibility of the educational programme completed by the student with the receiving educational programme, as well as the number of recognized/compatible credits, and, if necessary, information about the individual educational programme offered to the student (Appendix N2);

**3.3.** Based on the conditions stipulated by the legislation and the consent of the applicant student the Academy will develop a draft of the legal act on the enrollment of students through mobility, and the student's enrollment will take place in accordance with the rules established by the legislation.

**3.4.** At the request of a student enrolled in the Academy in accordance with the law, the Academy determines the compatibility of the results achieved during the period of study at a licensed or authorized higher educational institution in Georgia with the educational programme offered and based on the center's guidance, will develop a conclusion on the recognition of relevant credits.

**3.5.** Based on the request of the center, the Academy within 10 (ten) days determines the compatibility of the results achieved by the person during his studies abroad with the educational programme offered and develops a conclusion on the recognition of the relevant credits.

## Free Academy of Tbilisi

## Conclusion of credits recognition of the mobility applicant

Name					
I/D					
Former HEI					
Former educational programme					
Free Academy of Tbilisi undergraduate programme					
Learning components mastered within the framework of the former programme	acquired credits	assessment	Compatible learning components	recognized credit	assessment
The number of accumulated credits	---		The number of recognized credits	-----	
<b>Conclusion: It is recommended that the student continue his studies from ----- semester.</b> The sum of the credits to be mastered for student mobility enrollment is ----- credits.					
<b>Note: the student will master different/additional components according to the individual educational program agreed with him</b>					
<i>To be submitted to the rector of the Free Academy of Tbilisi for approval</i>					

Quality Management Service:

Head of educational programme:

School dean:

Student's signature



Free Academy of Tbilisi

(Student's consent about the  
number of recognized credits)

-----  
(applicant's name)

-----  
(identity/passport №)

-----  
(phone number)

-----  
(e-mail)

I confirm that I have fully familiarized with the conclusion regarding the recognition of credits for the educational components I have obtained and I agree to continue my studies in the Free Academy of Tbilisi on the basis of recognizedl at -----  
----- school -----  
----- programme, from -----  
----- semester.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Individual Educational Programme

On the basis of the Free Academy of Tbilisi rector order N\_\_\_\_\_ of \_\_\_\_\_ (date) \_\_\_\_\_ in the \_\_\_\_\_ semester of \_\_\_\_\_ academic year, a student \_\_\_\_\_ enrolled on the basis of mobility has \_\_\_\_\_ credits.

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

№	Mandatory courses in the field of basic education	Credits to be obtained	Semester according to the programme	Semester of the individual programme
	<b>total</b>			
	<b>Elective courses in the field of basic education</b>			In the _ _ _ semesters a student must obtain _ _ _ _ credits
	<b>Elective courses</b>			
	<b>Free courses</b>			
	<b>total</b>			

To be submitted to the rector of the Free Academy of Tbilisi for approval.

School dean:

Student:

