

Annex 1

Educational University “Bau International University, Batumi”

The Rule of Recognition of Credits Allocated While Learning at Other Accredited Educational Institution

Article 1. The Principle of Credit Recognition

Credit recognition rules at Educational University, “Bau International University, Batumi” (hereafter the University), for the student incomers under the mobility project/restored students (hereafter the student) from the other accredited higher educational institutions, are carried out in compliance with the following principles:

1. Compliance with the European credit (ECTS) transfer and allocation system;
2. Compliance and Compatibility with the higher educational programme selected by the student;
3. Compliance and Compatibility with the university curriculum (in case of free credits);

Article 2. Credit Recognition procedure

1. Based on the ordinance of the rector, the committee of credit recognition will be created that will function for one year. The committee will include: Head of the Educational Programme, Academic Staff-a Person with the Relevant Field Related Competences, Academic Staff Proposed by the Faculty Dean or/and invited Personnel, Head of Quality Assurance Service;
2. The committee are invited based on the need. The committee activities are managed by the committee head and the secretary. The secretary is obliged to administer minutes of meeting. The decision on the credit recognition is made by the majority of votes of the meeting participants;
3. The committee conclusion is signed by the following persons: the Committee Head, the Committee members and the secretary. Based on the committee conclusion the Faculty Dean prepares submission on the credit recognition on the name of the rector;
4. Managing of organization issues and the preparation of documents connected to the student credit recognition is the responsibility of the Deans Office together with the Quality Assurance Service;
5. Student academic performance record should provide the complete picture of the number of credits obtained by the student and the name of the educational course must be presented in

a complete and understandable manner. The document must be confirmed by the relevant service of the educational institution;

Notice: the transcript of records must include the concrete foreign language learnt by the student (obligatory, elective);

6. If the documentation provided by the student is incomplete or does not follow the above given requirements, the committee is entitled not to recognize the credits for the student;
7. Students get recognized the following:
 - a) credits of **obligatory learning courses**;
 - b) credits of **elective learning courses**;
 - c) **free credits** - free credits can be recognized only for the learning course the equivalent of which exists in any educational programme of the university;

Article 3. Regulations for Credit Recognition:

1. Educational programme: educational programme (curriculum) includes Learning outcomes, relevant field related or general (transferable) competences. Educational course credits will be recognized based on the objectives and learning outcomes in accordance with the results of the analysis of the course syllabuses covered by the students;
2. The committee is entitled, in case of need, to ask the students to provide the syllabuses of the educational courses they have covered.
3. From the credits that were covered by the student, but are not in compliance with the educational programme functioning at the university, the number of credits that can be recognized complies with the number of elective credits foreseen in the relevant educational programme functioning at the university.
4. If the student fails in terms of allocating the relevant number of credits of the obligatory subjects foreseen by the educational programme, the gap can be filled by the elective/or free subjects.
5. If the name of the educational course covered by the student and the number of credits coincide with the name of the course functioning at the university and the number of the credits, the recognition of the educational course is carried out automatically;
6. If the number of credits covered by the student exceeds the number of credits of the relevant educational course at the university, then the number of credits recognized will comply with the functioning educational programme of the university;
7. If the number of credits of the learning course covered at the initial university is less than the number of credits of the relevant subject at the university and the difference does not exceed 20 %, then the recognition of this learning course is decided by the committee based on the results of the analysis of learning outcomes and objectives defined in the course syllabus:
 - a) If the analysis of the syllabus of the course covered at the initial higher educational institution and the functioning syllabus of the university educational programme

(objectives and learning outcomes) reveals the complete compliance, the committee makes the justified decision to recognize the credits with the scope that is envisaged in the functioning educational programme of the university.

- b) If the analysis of the syllabus of the course covered at the initial higher educational institution and the functioning syllabus of the university educational programme (objectives and learning outcomes) reveals the partial compliance, that must be presented in a written form in the committee decision, the student is obliged to cover the missing credit number (the difference in credits) or retake the course within the number of the credits foreseen in the functioning learning course of the university.
8. If the name of the learning course covered by the student does not comply with the names of the university learning courses the committee is entitled:
- to recognize the general subjects (for example: „Communication skills in academic reporting” or „Academic communication skills”);
 - the recognition of the obligatory subject can be ensured based on the thematic and content related compliance of the relevant direction curriculum learning courses/or the written exam.
9. If the student has learnt the second foreign language, based on the committee decision it is possible to recognize the credits of the second language as the so called free credits.
10. If the student, in any educational course that complies with the curriculum of the university, has to pass so called “Differentiated Pass”, then the course is recognized and the relevant points are indicated in compliance with the principle of transferring 5 point evaluation system into the 100point evaluation system.

The transfer of 5 point evaluation system into the 100 point evaluation system is carried out based on the following principle:

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

11. If the student’s initial higher educational institution has different credit recognition system, the student is obliged to present the official document issued by the initial higher educational institution which explains the compliance of this system with the ECTS credit system:
- The student is obliged to present the learning card(official document) issued by the initial higher educational institution which will include: the volume of each educational course (how many weeks did the course last and how many contact hours were allocated for the course);

A +	Excellent	100
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A	Excellent	95
A -	Excellent	91
B +	Very good	90
B	Very good	85
B-	Very good	81
C +	Good	80
C	Good	75
C -	Good	71
D +	Average	70
D	Average	65
D -	Average	61
E +	Satisfactory	60
E	Satisfactory	55
E -	Satisfactory	51

- For the presented courses optional credits are awarded based on the following system: Independent work hours are added to the contact hours of each educational course (the coefficient 1, 5/2 is defined by the committee) based on the considerations of the educational programme specifics and the sum of the hours is divided by 30 i.e. the hourly amount of 1 credit. Whole credits must be rounded to the whole numbers.

12. If the student's initial university does not use 100 point evaluation system, the student is obliged to present the official document issued by the initial university, which explains the compliance of this system with the 100point evaluation system.

13. In case the student knowledge evaluation system that functions at the foreign higher educational institution envisages not points but the Latin letters for evaluation (A, B, C, D, E, A+, A, A- and others) and the official document that explains this system does not exist, the transfer of the mentioned system into the system that functions at the university must be implemented in the following way:

14. For the restored students, the award of the credits for the covered learning courses is implemented in accordance with the Article 3 Point 2 of the presented rule;
15. The transfer of 5 point evaluation system into 100point evaluation system for the mentioned students is carried out in accordance with the Article 9 Point 9 of the presented rule.
16. The complaints connected to the student credit recognition are discussed by the University Quality Assurance Service, which elaborates the relevant recommendations and presents them to the committee.
17. In compliance with the recognized credits the students are given the recommendation on continuation of the learning process from the relevant semester;

For the educational programme which lasts for 2 years

Recognized Credits	Relevant Semester
0-44	I semester
0 – 74	II semester
45 and more credits	III semester
75 and more credits	IV semester

For the educational programme which lasts 3 years:

Recognized Credits	Relevant Semester
0-29	I semester
0-64	II semester
30-104	III semester
65-139	IV semester
105and more credits	V semester
140 and more credits	VI semester

For the educational programme which lasts for 4 years:

Recognized Credits	Relevant Semester
0-14	I semester
0 – 49	II semester
15-89	III semester
50-124	IV semester
90-164	V semester
125-199	VI semester
165 and more credits	VII semester
200 and more credits	VIII semester

For the educational programme which lasts for 5 years:

Recognized Credits	Relevant Semester
0-9	I semester
0 – 34	II semester
10 – 74	III semester
35-109	IV semester
75 – 149	V semester
110 – 184	VI semester

150 – 224	VII semester
185 – 259	VIII semester
225 and more credits	IX semester
260 and more credits	X semester

For the educational programme which lasts for 6 years:

Recognized Credits	Relevant semester
0-9	I semester
0-19	II semester
10- 74	III semester
20 - 94	IV semester
75-149	V semester
95-169	VI semester
150 – 224	VII semester
170 – 244	VIII semester
225 - 284	IX semester
245 – 319	X semester
285 and more credits	XI semester
320 and more credits	XII semester

18. Based on the individual learning plan the student might need to take the additional semester (semesters);
19. The presented table, the definition of the semester according to the credits recognized, complies with the acting normative acts of the credit allocation by the student and changes in case there are changes made in the normative acts.