

Annex №1

**The charter about student status and mobility of
BAU International University, Batumi, LLC**

**Batumi
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Chapter I. Introduction

Article 1. General provisions

1. This charter about “Student status and mobility” (hereinafter the charter) regulates the process of obtaining, suspending and terminating student status as well as mobility procedures at “BAU International University, Batumi” LLC (hereinafter the teaching university).
2. The regulation has been worked out observing the Georgian law about Higher Education and subordinate acts regulating Higher Education in Georgia.

Article 2. Interpretation of terms

1. The terms used in this charter shall have the following interpretation:
 - a) **“Teaching University”** – “BAU International University, Batumi”, LLC- a juridical person of private law authorized in correspondence with the rule set by the minister of Education and Science of Georgia providing higher education in congruence with the rules determined by the legislation;
 - b) **“Mobility”**- free movement of students within Georgia and abroad to engage into studying, teaching and research activities.
 - c) **“Center”**- legal entity of public law- national center for education quality enhancement;
 - d) **“Electronic portal”** – the electronic portal created by the center;
 - e) **“Recognition of foreign education”** – recognition of the foreign qualification or the education received during studies abroad in the frames of higher education program by the center for education quality enhancement;
 - f) **„Student”**- an individual who has been enrolled and studies at a teaching university to attend an educational program in accordance with the Georgian legislation observing internal regulating rules of the teaching university;
 - g) **„Mobility commission“** – the commission convened by the rector’s individual-administrative legal act conducting interviews or organizing exams for mobility candidates and giving recommendations to the rector.
 - h) **„OIS system “** – an internal electronic management system of the university where the following type of the information is uploaded: student registration, academic performance, teaching plan, registers as well as correspondence and documents related to human resources.

Article 3. The scope of the regulation of the charter

1. This charter regulates the following issues:
 - a) Obtaining/suspension/termination/restoration of student status;
 - b) Recognition of the foreign education;
 - c) The rule for administrative procedures;
 - d) Procedures for enrollment with mobility;
 - e) Transitional provisions;
 - f) Concluding provisions;

Chapter II. Student status

Article 4. Obtaining student status for the citizens of Georgia

1. The citizens of Georgia can obtain a student status at the teaching university with or without passing unified national exams or through mobility in congruence with the Georgian legislation and this rule.
2. An entrant who will obtain the right of studying on a corresponding program at the teaching university on the basis of the coefficient ranking of the scores received on unified national exams, shall have the right to attend an educational program at the teaching university;
3. A mandatory precondition for an entrant to enroll at the teaching university in accordance with the paragraph 1 of this article is to go through an academic and financial registration within the terms set by the rector's order that will be published on an official webpage of the teaching university.
4. After academic and financial registrations are finalized, the rector issues an individual legal act- an order about a student enrollment.
5. If a student fails to go through an academic and financial registration within the set terms, he/she will not be able to commence studies.
6. The following documents are required for an academic registration:
 - a) A application on the name of the rector of the teaching university;
 - b) A copy of a high school diploma certified by a notary;
 - c) A copy of an ID card/passport;
 - d) 2 photos 3X4;
 - e) A proof of enlistment in military service (if applicable);
7. The documents listed in paragraph 6 of this article shall be submitted in physical as well as digital versions (on CD).
8. After an academic registration is finalized, a student profile is created in OIS (internal university network) electronic system where the data about a student as well as the subjects to cover during an academic year are recorded. Afterwards, a username and a password are created for a student enabling him/her to use the electronic system.
9. After an academic registration, a student has to go through a financial registration. A student and the teaching university sign a service contract within the financial registration.
10. Immediately after the rector's order on a student enrollment is issued, a staff member responsible for managing student records shall commence the management of student records.
11. A person in charge shall register a student enrollment in a registry of higher educational institutions after the rector's legal act is issued within the terms set by the legislation. In addition, the copy of the order shall be sent to the national center of education quality enhancement.
12. The following individuals are entitled to study without passing unified national exams:
 - a) Citizens of foreign countries or stateless persons who have completed high school or its equivalent abroad;
 - b) Citizens of Georgia who have completed high school or its equivalent abroad and who have completed last 2 years of high school abroad.

c) Persons who are studying/studied and have received credits from foreign higher education institutions recognized in accordance with the legislation of a respective foreign country.

Article 5. Obtaining student status for citizens of foreign countries

1. Citizens of foreign countries can obtain student status from the teaching university without passing unified national exams or with mobility in accordance with the Georgian legislation and this rule.

2. In case a foreign entrant wishes to study at the teaching university, he/she shall fill in an online application form on an official webpage of the teaching university and shall attach the following documents:

a) A copy of a high-school diploma;

b) A copy of a transcript of academic record from a high school;

c) A copy of a passport;

d) Internationally accepted English Language Certificate of level B2 (if available);

3. After the procedures described in paragraph 2 of this article are finalized, the teaching university sends a conditional acceptance letter to an entrant. A student shall pay an application fee in amount of 2000 USD equivalent in GEL as a prepayment within the terms set in the letter. If enrolled, the prepaid application fee shall be deducted from student's tuition fee.

4. After the application fee is paid, a student is video interviewed via Skype. The duration of the interview is 5-10 minutes and is recorded by the teaching university. The interview recording is presented through the link that shall be accessible to any stakeholder. The main aim of the interview is to assess the entrant's English language knowledge.

5. After the procedures described in corresponding paragraphs of this article are finalized, an entrant shall refer to the national center of education quality enhancement LEPL with the request to get the recognition of the education received abroad.

6. After the education received abroad is recognized, the Minister of Education issues an order about granting the enrollment right in an educational program;

7. After the order of the minister is issued, the rector issues an order on a student's enrollment. After the enrollment, a student goes through an academic and financial registration within the terms set by the rector's order that will be published on an official webpage of the teaching university.

8. For the academic registration, a student shall submit the following documents:

a) A copy of a passport/ID card (the original in case it is required for identity verification);

b) A recognition of the education received abroad issued by the national center of education quality enhancement.

c) Internationally accepted English Language Certificate (if available, TOEFL (iBT 79); IELTS 6.5 (Acad.); FCE B; YDS 80; Pearson PTE Acad. 78);

d) 2 photos 3X4.

9. The documents enlisted in paragraph 8 of this article shall be submitted in physical as well as digital version (on CD).

10. Entrants who have proper knowledge of English language without having an international English language certificate, have an opportunity to pass English language exam worked out by the teaching university “BAU Proficiency” (which includes 4 sections: listening, speaking, writing, grammar). The exam results are assessed on 100 (one hundred) scale. The exam is considered passed if an entrant scores minimum 60 (sixty).

11. The entrants who do not have international English language certificate and who fail BAU Proficiency exam can register at Bahcesehir University preparatory school (Istanbul, Turkey) in the frames of the memorandum.

12. The paragraphs 7, 8, 9 and 10 of the article 4 also apply to the enrollment of citizens of foreign countries at the teaching university.

Article 6. Recognition of the foreign education

1. The qualification obtained from a foreign educational institution or the education received at a foreign higher educational institution is recognized if its correspondence with a relevant qualification issued by the Georgian higher educational institutions is determined. The correspondence can be determined regardless the differences in studying periods considering academic results and the obtained qualification.

2. The qualification obtained from a foreign educational institution or the education received at a foreign higher educational institution is recognized by the national center for education quality enhancement LEPL in accordance with international agreements of Georgia and the rule determined by the minister of education and science of Georgia.

3. The decision regarding an enrollment of an entrant or a student with foreign education at Georgian higher educational institutions is made by a teaching university based on the consent of the minister of education and science of Georgia to an enrollment.

Article 7. Student status suspension

1. The following can act as a basis for a student status suspension:

- a) A student’s personal application (regardless the reason);
- b) Studying at a foreign higher educational institution (except exchange programs);
- c) Pregnancy, childbirth, childcare;
- d) Health condition;
- e) Financial debts to the teaching university;
- f) Mandatory military service;
- g) Failure to go through an academic and financial registration;
- h) If criminal charges are filed against him/her resulting in imprisonment before and after the sentence becomes effective.

2. Student status suspension means exemption from the teaching university and from the student rights and responsibilities without terminating a student status;

3. Student status can be suspended for 5 (five) years. Afterwards, the student status is terminated.
4. A student with the suspended student status is not counted in total number of students at a university.
5. A tuition fee is not refunded to the student with a suspended student status. If student status is restored the paid tuition fee will cover the fee for a respective semester.
6. A suspension of the student status is recorded in the registry of educational institutions in accordance with the rule set by the legislation.

Article 8. Student status termination

1. The following can act as a basis for a student status termination:
 - a) A student's personal application;
 - b) Completion of the educational program;
 - c) Transfer to another educational institution with mobility;
 - d) Termination of 5 years term after a student status suspension;
 - e) Violation of the student code of ethics leading to a student status termination;
 - f) Attending the same educational course three times in succession without earning necessary amount of credits;
 - g) Death;
3. The rector issues an individual legal act, an order about the student status termination. The termination of a student status leads to a termination of the service contract signed with a student. Termination of the service contract does not exempt a student from the responsibility under the contract.
4. The legal act issued by the rector on student status termination becomes effective after 12 months of the order issue. Meanwhile, a student status is considered suspended leaving a student a right for mobility. This rule does not apply to the cases described in clauses C and G of this article.
5. Regaining a student status after a student status termination is possible in accordance with the rule set by the legislation.
6. After a student status termination, the paid tuition fee shall not be refunded to a student (if relevant);
7. A student status termination in accordance with the rule set by the legislation is recorded in the registry of higher educational institutions.

Article 9. Restoration of a student status

1. A student with a suspended student status can regain a student status based on a student's personal application. The application shall include the information about the termination of the student status suspending circumstances. Corresponding documentary evidence shall be also attached to the personal application (if available);
2. In order to restore a student status, a student shall refer to the rector with an application at least a week prior to the commencement of an academic semester (fall, spring).

3. Restoration of a student status takes place on semester basis, from commencement of a corresponding semester in congruence with the paragraph 2 of this article.
4. A student status can be restored even if the total number of students is over-fulfilled. In this event, the number of excessively admitted students will be deducted from the number of students to be admitted for the next year set by the teaching university;
5. In case a student status is restored, the credits earned before suspension will be considered earned as well as paid tuition fee will be deemed paid.
6. A student status restoration in accordance with the rule set by the legislation is recorded in the registry of higher educational institutions.

Article 10. A rule for administrative procedures

1. Administrative procedures start about suspension, termination and restoration of student status in congruence with the present charter.
2. Administrative procedures can start based on the following:
 - a) An application of a stakeholder;
 - b) The rector's order in cases defined by this charter or the legislation.
3. The rector issues an individual legal act-an order about the commencement of administrative procedures determining the dates and people in charge of the administrative procedures.
4. The administrative procedures will commence in case determined by the clause "a" paragraph 2 after the application is registered at a correspondence management department. Submitted applications will be presented either to a person in charge of to the dean of the faculty in accordance with this charter.
5. The application (regarding suspension, termination, restoration of student status) shall be submitted by a stakeholder in a written form and shall include the following:
 - a) Identity of the applicant;
 - b) An application;
 - c) Applicant's signature;
 - d) The list of the enclosed documents (if relevant).
6. Administrative procedures are carried out without an oral hearing. However, if deemed necessary, an oral hearing might be appointed as well.
7. After administrative procedures are over, the rector issues an order making a decision either accepting or rejecting the application.
8. The term for administrative procedures is 10 (ten) days. This term can be extended based on the rector's individual legal act, an order considering the complexity of the issue to be discussed.

Chapter III. Mobility

Article 11. A person entitled for mobility

1. The following individuals are entitled for mobility:

- a) Who was accepted at an educational institution observing the rule set by the legislation and who is a student at higher educational institution for the moment of registering on an electronic portal for mobility candidates.
 - b) Whose student status is suspended for the moment of registering on an electronic portal;
 - c) Who successfully passed unified national exams but was not able to refer to an educational establishment for enrollment indicated in a ranking document approved by the Minister of education and science of Georgia because this establishment has been liquidated without defining a substitution, has lost authorization or an educational program has stopped running.
2. Mobility is possible within the same cycle of the higher education after a year the studies begin. The period of studies does not include the period when a student status was suspended.
 3. Mobility is announced twice a year within the terms set by a national center of education quality enhancement of Georgia.
 4. After a national center of education quality enhancement announces mobility, the rector issues an individual legal act, an order defining the mobility procedures, terms and required documents.
 5. Mobility is restricted to students who attended the same educational course at a teaching university three times in succession without earning credits.

Article 12. Administration of mobility

1. The process of mobility is administered by a national center of education quality enhancement LEPL.
2. An electronic portal is created for administrating student mobility procedures where the information about the places registered for mobility according to the main educational units or educational programs is recorded.
3. The terms for mobility are set by an individual administrative legal act of the director of the educational quality enhancement center LEPL.
4. Internal university administration of the mobility is carried out by people in charge defined on the basis of the rector's order.
5. Mobility process includes 7 steps as follows:
 - a) Registration of the mobility candidates on an electronic portal of national center for education quality enhancement within the terms defined by the director of the center.
 - b) After a student obtains a right for enrollment with mobility he/she shall go through an internal university registration within the terms set by the rector's order.
 - c) Internal interview or in case of necessity a written exam;
 - d) Preparation of the conclusion by the head of the quality assurance department regarding the credit recognition (credits of students are recognized in accordance with the "Rule of recognizing higher education credits earned while studying at another educational institution).
 - e) Informing students about the conclusion of credits recognition and receiving a written consent thereof.
 - f) Sending the conclusion about credit recognition and a student's written consent to a national center for education quality enhancement.

g) Preparing a project of a legal act regarding a student enrollment, an approval from the center and the enrollment of a student with mobility based on the rector's order.

Article 13. Mobility commission

1. After a mobility is announced the rector convenes a mobility commission based on his individual legal act, an order.
2. Academic or administrative staff members of the teaching university, as well as invited specialists can be members of a mobility commission.
3. A mobility commission shall have minimum two members.
4. English language specialist shall also participate in the working process of the mobility commission who shall check English language level of a mobility candidate.
5. The meeting of a mobility commission is chaired by a head who is elected from the members of the commission. The head also appoints a secretary from the members of the commission.
6. Minutes of a meeting of the commission is prepared by a secretary appointed by the head of the commission.
7. The mobility commission acts independently and is accountable before the rector.
8. A member of the mobility commission shall adhere to a non-disclosure principle while working in a commission and shall not reveal it.
9. A mobility commission:
 - a) Checks the documents submitted by a mobility candidate;
 - b) Checks the conclusion prepared by the head of the quality assurance department regarding credit recognition;
 - c) Organizes interviews with mobility candidate(s);
 - d) If necessary organizes a written exam either in specialty or in English language;
 - e) Issues positive or negative recommendation regarding the enrollment of a mobility candidate with mobility;

Article 14. A rule for holding a meeting of mobility commission

1. All members shall be invited to attend the meeting of a mobility commission. A member of the commission is obliged to attend a meeting either in person or via technological tools of the communication.
2. A mobility commission shall have the right to discuss an issue and make a decision thereof if all members of the commission are present;
3. A mobility commission checks the documents submitted by a mobility candidate;
4. After examining the submitted documents, a mobility commission makes a decision about appointing an interview with a mobility candidate. A mobility commission is obliged to inform a mobility candidate about the date and place of an interview.
5. A mobility commission makes decision in a form of minutes;

Article 15. Appointing an interview/exam for a mobility candidate

1. An interview is organized with mobility candidate(s) aiming at checking a candidate's knowledge of specialty and English language.

2. A mobility candidate is obliged to attend an interview on a date and time allocated for him/her. If a mobility candidate is late for more than defined period, a mobility commission shall have the right not to admit a candidate to an interview. A mobility commission shall also have a right to have an interview with a mobility candidate via electronic tools;
3. An interview with a mobility candidate is held in English language;
4. If a mobility candidate is not able to communicate in English language, the commission issues a negative recommendation about him/her;
5. A mobility commission shall have the right to organize a written exam for a mobility candidate in specialty and English language if deemed necessary;

Article 16. Making a decision

1. After the procedures regarded by this charter are finalized, a mobility commission makes a decision about issuing either positive or negative recommendation about a mobility candidate by concluding the results and based on a majority vote.
2. A mobility candidate shall be informed about the decision of a mobility commission and the conclusion about credit recognition prepared by the head of the quality assurance department. In case a written consent is obtained from a mobility candidate, these documents will be presented to the rector for issuing an individual legal act.
3. A recommendation issued by a mobility commission together with the above-mentioned documents will be presented to the rector within the terms set by the order.

Chapter IV. Transitional provisions

Article 17. Declaring the charter null and void

1. Articles 3, 4, 5 and 8 of the rector's order about "The rule for realizing higher education programs" №59 dated with March 06, 2015 to be declared null and void;
2. Other articles in "The rule for realizing higher education programs" to remain unaltered.

Chapter V. Conclusive provisions

Article 18. The rule for becoming effective

1. This charter becomes effective after the approval of the academic council of the teaching university;
2. Any amendments in this charter requires a resolution of the academic council;
3. This charter does not affect any legal relations arisen beforehand.