

Approved by Ilia State University Academic Board at Meeting N7 on June 16, 2015, amendments have been made following the decisions from Academic Board Meeting N12 on November 20, 2015, Academic Board Meeting N6 on July 4, 2017, Academic Board Meeting N9 on September 21, 2020, Academic Board Meeting N1 on February 3, 2021, Academic Board Meeting N11 on August 30, 2022 and Academic Board Meeting N3 on March 28, 2024

This Policy has rendered voided the document titled "Policy Governing Student Status at Ilia State University," which was approved during Academic Board Meeting N36 on March 10, 2010

Policy Governing Student Status at Ilia State University

Article 1. Obtaining Student Status

1. Ilia State University grants students the relevant status at the bachelor's level upon enrollment in the pertinent program based on the results of the Unified National Examinations. The requirements for admission to bachelor's programs are outlined in the documents of the relevant programs.
2. In the Georgian Language Preparation Educational Program, student status is granted based only on the results of the General Skills Tests in Azerbaijani, Armenian, Abkhaz, or Ossetian languages. Upon completing the program and, followed by the applicable certificate, students gain official student status in undergraduate academic programs.
3. Enrollment in the relevant academic program, determined by the results of the Unified Master's Examinations and institutional examination(s), is a prerequisite for obtaining student status at the master's level. The admission requirements for master's programs are specified in the respective programs' documents.
4. Enrollment in the relevant academic program, determined by the results of institutional examinations, is a prerequisite for obtaining student status at the doctoral level. The admission requirements for the doctoral level are specified in the Bylaws of the Dissertation Board and the Doctoral Program at the University and in the documents of the respective programs.
5. To be admitted to Ilia State University, registration is required under the terms and conditions established by the legislation and/or an individual legal act of the Rector.
6. Admission of individuals eligible to continue their studies without taking the Unified National Examinations or Unified Master's Examinations is conducted in accordance with the following:
 - the Law of Georgia "On Higher Education;"

- the legal acts issued by the Ministry of Education and Science of Georgia;
- "Policy Governing Admission of Entrants/Master's Candidates/Students at Ilia State University without Taking the Unified National Examinations /Unified Master's Examinations," issued by the Rector's Decree № 03-697 dated April 30, 2015.

7. A prerequisite for obtaining student status in a vocational program is enrollment in a relevant educational program, as outlined by the legislation of Georgia.

8. To implement a joint higher education program based on a signed agreement in accordance with the legislation, students are enrolled in the joint higher education program following the legislation of the relevant country. Admissions will take place at one of the higher education institutions predetermined by the executing parties. (Addition – 4.07.2017)

Article 2. Status Suspension and Recovery

1. Grounds for the temporary suspension of student status at Ilia State University are as follows:
 - a) Personal statement (requesting status suspension without specifying the reason);
 - b) Academic leave;
 - c) Outstanding financial commitment to the University of one or more semesters.
 - d) Non-payment of tuition fees as established in the agreement between the University and the student (Amendment – 30.08.2022)
 - e) If students are found guilty by a court, and the imposed punishment interferes with their ability to continue their studies unless the University can provide them with distance learning options while they are incarcerated;
 - f) Failure to register for courses/components in the educational process management electronic system Argus in the relevant semester;
 - g) If students enrolled in a higher education institution since 2005 exceed the official duration for completing the relevant academic level without achieving full proficiency in the program's subjects and fail to submit a request to continue their studies within the timeframe outlined by this Policy (Addition – 20.11.2015).
2. The grounds for suspension of vocational student status are Subparagraphs b), c), d), and e) of Paragraph 1 of this Article.
3. In addition, the student status is considered suspended according to Decree №10/N, issued by the Minister of Education and Science of Georgia on February 4, 2010, and specifically outlined in Paragraph 5 of Article 3 and Paragraph 1 of Article 10.

4. If students wish to suspend their status without specifying the reason, they must submit a personal statement within the first two weeks of the relevant semester. Statements submitted after this deadline will not be considered by the University (Amendment – 3.02.2021).
- 4¹. Doctoral students can submit a personal statement to suspend their status without specifying a reason, even after the expiration of the application period provided in Paragraph 4 of this Policy. In such instances, the dean of the relevant faculty/school considers the eligibility of the status suspension request, makes a decision, and submits it to the Rector (Amendment – 4.07.2017).
5. During the suspension of a student's or vocational student's status, the penalty for unpaid tuition fees is also temporarily halted.
6. After the conclusion of the registration period in the Argus system for the courses/ components offered within the educational programs of the spring or fall semesters, the University faculties/schools will provide the Head of the University Administration with a list of students or vocational students who have financial debts from the previous or current semester, with the intention of suspending their status.
7. After the registration period concludes in the Argus system for courses/components outlined in the fall or spring semesters educational programs, University faculties/schools will provide the Head of Administration with a list of students or vocational students subject to status suspension, as specified in Subparagraph "f" of Paragraph 1 of the Article 2 of this Policy.
8. University students or vocational students with financial debt are eligible to apply to the University to settle their debt and current tuition fees through installment payments within the deadlines set by the Administration. Upon approval by the University, a contractual agreement will be drafted. In the event of any violation, the student's status may be suspended without prior warning, or they may also face penalties for overdue payments.
9. The decision to suspend the status of students or vocational students due to financial debt is made by the University Rector following the relevant legal act based on a submission by the Head of Administration. In cases unrelated to financial debt, the suspension of student or vocational student status is initiated upon submission by the faculty/school, accompanied by a relevant legal act issued by the Rector. The act specifies the grounds for suspending the student or vocational student status.
- 9¹. If a student's status is suspended, the tuition fees already paid will not be refunded. Instead, they will be held for future use when the students continue their studies unless certain circumstances apply (Addition – 20.11.2015).

10. If students or vocational students have had their status suspended, they may have the opportunity to reinstate it at the University within the timeframe outlined in Paragraph 11, Article 2 of the Policy. Alternatively, they have the option to exercise their right to mobility.

11. To reinstate their suspended status, students or vocational students must apply for status recovery to the university at least one week before starting the upcoming semester. If an individual's status has been suspended due to financial debt, they must provide proof of payment for their outstanding tuition fees when applying. The received applications are forwarded to the relevant faculty/school for review. If students or vocational students apply for status recovery to the University after the deadline, their applications will be considered by the faculty/school based on the available resources and the dean's approval.

12. The student or vocational student status is recovered based on the submission of the faculty/school dean through an individual administrative act of the Rector. The act specifies the academic year and semester during which students or vocational students can resume their studies.

13. Information about student status is recorded in various systems, including Argus, the unified student register database of the LEPL Education Management Information System, and the billing system, which electronically manages students' tuition fees and fee-related income. As for vocational students, their status is reflected in the management system of vocational colleges and Argus. (Amendment – 30.08.2022)

Article 3. Student Status Termination

1. Student status termination can happen for various reasons:

- a) Upon personal request for status termination;
- b) In cases of academic underperformance, where students fail to achieve the outlined learning outcomes of the educational program. This includes the status suspension of students who were enrolled in higher education institutions prior to the 2005 reorganization, which resulted in the founding of Ilia State University. Initially funded by the state at a specific educational level, these students have exceeded the designated period for completing their academic level. With the expiration of state funding, they haven't attained full proficiency in the program's subjects.
- c) If students fail to meet the learning outcomes set out in the educational program(s). The suspension policy is developed and approved by the University faculty/school and endorsed by the Academic Board.
- d) For engaging in actions incompatible with the student/vocational student status, as defined by the Statute of the University and the Code of Ethics for Students.
- e) In the event of an individual's death;
- f) Upon completion of a cumulative suspension period of five (5) years for regular student status and two (2) years for Certified Specialist Educational Programs (vocational higher education)

and vocational student status, unless legal exceptions apply. (Amendment - 4.07.2017. Amendment - 28.03.2024).

- g) Upon completion of the educational program and obtaining the relevant degree;
- h) After transferring to a different higher educational institution,
- i) In cases stipulated by the Bylaws of the Dissertation Board and Doctoral Program;

2. The status of students in the Certified Specialist Educational Program is terminated based on Subparagraphs a), c), d), e), f), g), h) of Paragraph 1 of this Article. Also, termination can occur due to academic underperformance, defined as the inability to complete two or more courses during a semester.

3. Vocational student status is terminated only under the circumstances outlined in Subparagraphs a), c), d), e), f), g), h) of Paragraph 1 of this Article. Furthermore, termination may occur in the following cases:

- a) If vocational students have not completed all the required courses by the end of the official term of the vocational educational program.
- b) If the student's actions have caused significant material damage to the University.

3¹. Students and vocational students in the Certified Specialist Educational Program (vocational higher education) whose status has been suspended for two (2) or more years may submit a statement to the University no later than September 18, 2017, to recover student status and continue their studies in the 2017-2018 fall semester. Those in the Certified Specialist Educational Program (vocational higher education) whose status will not be recovered by the 2017-2018 fall semester and two or more years since its suspension will have their vocational higher educational program student or vocational student status terminated (Addition - 4.07.2017).

4. Students who fall under Subparagraph "b" of Paragraph 1 of this Article and whose information cannot be located in the faculties/schools, the university archive will be deemed to have terminated their status due to the inability to fulfill the learning outcomes specified by the educational program(s).

5. According to the legislation of Georgia, legal consequences for terminating a student's status, except for vocational students, will be enforced twelve (12) months after the termination order is issued. This complies with the legal act regarding the termination of student status. While a student's status is suspended, they retain the right to mobility unless the reason for their suspension is incompatible with the statute of the receiving institution.

6. If a student's or vocational student's status is terminated, they may be eligible to reinstate it following the rule outlined in the legislation.

7. A portion of the student's deposit will be fully refunded (Amendment - 21.09.2020).

8. For students whose status has been suspended as of March 1, 2024, the total 5-year period of status suspension mentioned in subparagraph "f" of Article 3 of this Policy shall commence from March 1, 2024. (Addition. 28.03.2024).

Article 4. Enrollment by Transfer or Mobility

1. Enrollment at Ilia State University adheres to both the Order №10/N issued by the Minister of Education and Science of Georgia on February 4, 2010, and the Policy established by the University.

2. It is possible to transfer from one higher educational institution to another on the same level within the timeframe set by the Education Management Information System. Such transfers can be made to vacant positions announced by Ilia State University (Amendment - 30.08.2022).

2¹. Students are eligible for external and internal mobility within the same level only for the educational programs that correspond to the following:

- a) For students who have taken the Unified National Examinations from 2020 onwards, the subject(s) covered by Paragraph 2 and/or Paragraph 8 of Article 6 of the "Bylaws on Conducting the Unified National Examinations" (hereinafter referred to as "the Bylaws") approved by the Decree №19/N of the Minister of Education and Science of Georgia on February 18, 2011;
- b) (deleted. 28.03.2024);
- c) Subparagraph "a" does not apply to students who have passed the Unified National Examinations before 2020 (Amendment - 30.08.2022. Amendment - 28.03.2024).

3. The list of individuals granted permission to transfer to educational programs in their desired faculty/school at Ilia State University is accessible on the Education Management Information System electronic portal. Once the applicant has confirmed their eligibility, they can apply for enrollment at the University. To complete the application process, one must submit an educational document confirming their enrollment, a student card, copies of other documents from the student's personal file, and any additional documents specified by the Rector's Decree. If mobility applicants fail to apply to the University by the deadline, they forfeit their right to enroll in the relevant faculty, school, or educational program unless there are legal exceptions. (Amendment - 30.08.2022)

4. Upon receipt of the transfer application, the university faculty/school will review the individual's academic achievements from their previous educational program to assess compatibility with the programs offered by the desired institution. The faculty/school will

decide on the recognition of relevant credits (the appropriate recommendation form is attached to the Policy on Student Mobility and Recognition of Education Received During the Study Period at Ilia State University) and inform the applicant of their decision. To continue studying at the faculty/school's educational program, the mobility applicant must provide written consent and sign the credit recognition report and agreement. Upon receiving these documents, the faculty/school will compile a list of individuals and their transferable credits to be submitted to the Rector to prepare a draft order.

5. During the application process for mobility programs, the University reserves the right to assess the applicant's knowledge and skills to ensure their compatibility with the educational program. This evaluation may involve an interview, examination, or other relevant criteria. If any incompatibility is identified during this process, the University has the right to reject enrollment.
6. The transfer of credits is determined by the faculty or school's decision. This decision outlines the alignment between the student's completed educational program and the current program offered by the University, along with the number of transferred credits. The recognition document must be signed by both the faculty/school and the student.
7. Based on the conditions outlined in this Policy, and with the consent of the student who wishes to transfer, the University will draft a legal act project on student enrollment through mobility. The project and related information will be uploaded into the Education Management Information System following the guidelines set by the individual administrative act of the Head of the Education Management System. Once the management system approves the draft, the Order for Student Enrollment Through Mobility will be issued by October 1 for the fall semester and March 1 for the spring semester. After issuance, the Order will take up to two (2) working days to appear in the Higher Education Management Information System. (Amendment- 30.08.2022).
8. This Article does not apply to vocational students.

Article 5. Internal Mobility

1. Internal mobility is announced twice a year through an individual administrative act of the Rector, which outlines the terms and conditions for registering internal mobility applicants.
2. Students are eligible for internal mobility only for the educational programs that align with the following criteria:

- a) For students who have taken the Unified National Examinations from 2020 onwards, the subjects covered by Paragraph 2 and/or Paragraph 8 of Article 6 of “the Bylaws on Conducting the Unified National Examinations,” as approved by the Decree №19/N of the Minister of Education and Science of Georgia on February 18, 2011;
- b) (deleted - 28.03.2024);
- c) Subparagraph "a" does not apply to students who have passed the Unified National Examinations before 2020 (Amendment - 30.08.2022 Amendment - 28.03.2024.)

3. Once an individual applies for internal mobility, the university faculty/school assesses the compatibility of their academic achievements with the desired educational program. The faculty/school then determines whether to accept the relevant credits and notifies the individual. Based on the applicant's written consent for internal mobility, the university faculty/school submits a list of students and information on transferable credits to the Rector who issues an Order.

3¹. If a decision is made to discontinue Ilia State University's higher education program while a student has not yet completed the program, and this decision does not align with the internal mobility deadlines, the student will be transferred to an adjacent program. If no such program exists, they will be transferred to another program within the same faculty/school or a different faculty/school through an extraordinary (expedited) internal mobility conducted in a simplified manner. For extraordinary internal mobility, the legal act must be issued with the student's consent. For doctoral programs, the sectoral commission must provide a conclusion on the compliance of the admission prerequisites. For other educational levels, it requires an academic assessment conducted by the Quality Assurance Office of the respective Faculty/School responsible for the program, along with submitting the dean's recommendation to the university Rector. (Amendment - 30.08.2022)

4. Deleted - 30.08.2022.