



David Tvildiani Medical University

Rule on student status acquiring, academic leave,
status termination, restoration, mobility and
recognition of education obtained during the
education period

Tbilisi, 2017

This document regulates student status obtainment, academic leave, status termination, restoration, mobility and recognition of education obtained during the education period in the David Tvildiani Medical University.

1. Student Status Obtainment

Student status at the David Tvildiani Medical University is obtained by:

1.1 Passing the United National Examination:

Based on the coefficient ranging, special legal-administrative act by the Minister of Education, Science, Culture and Sport of Georgia (considering the criteria determined by the university, ref. appendix 1) and application for student position in defined time limits to the DTMU. According to the rector's order, the university signs a contract with the school-leaver not later than October 1, and issues an order of providing student status to the new students.

Remark: In case the school-leaver doesn't complete the registration procedure according to the rules in the university in the defined deadline, her/his status in the student database will not be activated. They retain the right to apply for the student status activation till the June of the next year after the release of the order of student position obtainment. This right excludes the scholarship obtained from the state according to the United National Examination.

1.2 Without passing the United National Examination:

- a. By the foreign citizens, who have completed full secondary education or equivalent education in a foreign country.
- b. By the citizens of Georgia, who have obtained full secondary or equivalent education and have been studying for the last 2 years in a foreign country;
- c. By those (except of the student studying in a joint programme) who study/studied and have obtained credits/qualification by a higher education institution in a foreign country according to that country's law.
- d. By the citizens of Georgia, who have been living/live, study or have been studying (for at least 75 days in one semester, supported by relative documentation, as per the order #224/6 from December 29, 2011 by the Minister of Education, Science, Culture and Sport of Georgia) and have obtained credits/qualification in a higher education institution of foreign country recognized according to that country's laws.

In order for those belonging to the above mentioned categories to obtain a student status, the following steps are performed: the applicant should provide a written application stating the will to study in the University, provide documents proving previous education and mark transcripts (proving previous education: general and/or equivalent education); following the review of the documents by DTMU dedicated staff members, as well as an interview to prove knowledge of English language (recordings are stored together with the documents and are available on demand for the ministry) and requirements additionally determined by the university (ref. appendix 2) a conclusion on student enrollment into the programme is produced, and in case of all requirements being met the University provides a preliminary readiness to enroll the applicant. Following this, an agreement is signed and the applicant pays the tuition fees (in terms determined for administrative registration) for the first year of studies, also any administrative fees (in case the student is not present in Georgia, payment of the fees is perceived as agreement to the conditions). Following the fulfillment of the requirements, as well as application to the Ministry of Education, Culture and Sports of Georgia to recognize the foreign education, the Minister produces an individual-administrative act on the acquiring of study rights for the applicant. Based on this, the University produces a rector's order on enrollment and awarding student's status, and the information is reflected in the united student registry.

Remark: For those related to the section “d” of this chapter: passing the “general skills” examination organized by the National Assessment and Examination Center, (which will be arranged by the center from 2019) and a proof document of studies in a foreign education institution, with studies taking place for at least 75 days in a study semester).

1.3 Student enrollment means applying a student ID number and activation of status in the united database of students in the ministry of education database.

2. Student Status Suspension and Restoration

1. Student status suspension is a temporary suspension of student and university right-obligation execution towards each other, without termination of student status.

2. Student status can be suspending due to the following reasons:

- a) Personal application;
- b) Didn't present oneself to the university;
- c) Financial debt;
- d) Pregnancy, child delivery, parenting or decline in health status, proved by a relevant documentation from a healthcare institution;
- e) Studying in a foreign higher education institution, except of exchange programme studies;
- f) Student sentence to up to 5 years of imprisonment for crime according to criminal code.

2.1 The basis for suspension of student status for foreign students, despite what is mentioned in current chapter “2” section, is – breach of conditions considered in Georgian government decree N572 of 10 September 2020 on conditions and rules for insurance of health and accidents of foreign student not having citizenship in Georgia, specifically not having insurance police.

3. Those who's student status has been suspended are not considered in the total number of students in the university.

4. A person who wants to restore student status in the university applies in written with according request.

5. In case the status was suspended due to financial debt, and application for status restoration should be supported by the payment evidence;

6. The University reviews the application and restores the status by an individual-legal act, according to the faculty proposal, specifying semester and year of study from which the student can continue education.

7. The student status restoration order is reflected in the student registry according to the law in 5 days.

8. Student status restoration is allowed both in the total number of student limit and beyond it. In case it is restored beyond the total student number limit, it will be reflected accordingly in the number of enrolled students in the next academic year.

9. The person loses his student status in case the suspended one is not restored within 5 years limit. An according rector's individual order is produced. Restoration of student status is then possible only in accordance to law – through and according to the United National Examination result.

3. Termination of Student Status

1. The reasons of student status termination are the:

- a) Personal application;
- b) Breaking internal rules, code of ethics and agreement conditions by the student;
- c) Student can't attain the education programme result;
- d) The student continued study in another educational institution (on the basis of mobility or/and without basis);
- e) Expiration of student's status suspension terms;
- f) A student is sentenced to imprisonment for over 5 years by a court decision according to criminal code;
- g) Death.

2. The order on student status termination is reflected in the student registry within 5 days, according to the law.

3. The outcomes of the student status termination order are coming in force within 12 months of the order release. In this period of time, the student can use mobility, in case the reason of student status termination is not against the receiving higher education institution statute.

4. Restoration of student status is then possible only in accordance to law – through and according to the United National Examination result and/or by repeating the procedures defined for persons with foreign or without citizenship.

4. Right for mobility and its restriction

1. Student mobility is performed twice per year, in the periods defined by the LEPL –National Center for Educational Quality Enhancement
2. Mobility rights are applicable to those who had been enrolled by passing the United National Examination result consideration and/or without this, and have student status "active" in the student portal at the time of mobility.
3. A person can apply for mobility if he has passed United National Examination successfully and/or had applied for enrollment without passing the examination to the Ministry and who had received the Minister act but could not enrolled as the institution had been liquidated without defined responsible side/successor.
4. Mobility is possible outside the defined mobility periods for those applying for mobility from HEIs which had their authorization lost, were liquidated without the decision of the decision maker body, no longer delivers education programme, considering those clauses mentioned by present item 3rd part.
5. Mobility is possible to be performed only with one stage of the higher education, after one year of study on relative stage (except the case considered by the current section 4th item); Time during which the person had his student status suspended is not considered as study period. Mobility from one stage of education to another one is prohibited.

5. Registration of those requesting mobility

A person who wishes to use mobility must get registered in the electronic portal and pay the fees for mobility to another HEI to obtain the according status of mobility willing person.

6. Enrollment into the university through mobility

1. A student willing to enroll using mobility must present oneself to the university and pass an interview within the mobility time period.
2. The student can get enrolled in the university upon fulfilling the regulatory requirements as well as those mentioned in section 1. The potential student must apply in written to the university and submit copies of the personal file documentation (including education related documents and enrollment order).
3. A person who wishes to get enrolled but fails to apply in the defined deadlines loses his right to get enrolled.

7. Compliance of the Education Programme

1. The University performs an analysis of similarity of the education outcomes obtained by the person willing to enroll by mobility from another HEI.
2. The credits which have been delivered and taught in accordance to the law can be analyzed for compliance; additionally, the content of educational courses can be compared between the HEIs, despite any difference between the course names.
3. In case of at least 75% similarity of the programs the student will continue studies from the same semester. In case of lesser similarity the person can be required to start studies from the first semester, in this case, upon graduation, the diploma supplement will include information on the credits and courses obtained by the student while studying in the previous HEI.
4. No compliance/similarity between the programmes can be a reason of rejections for mobility.
5. In case of competition for the mobility position, the University will use the United National Examination results for reference.
6. The compliance is defined by the qualification board and makes a proposal to the rector on the mobility enrollment act release. This act is produced in accordance with the Minister of Education and Science of Georgia.
7. For those willing to enroll in the University via mobility and has been previously studying in a foreign HEI, needs to have his education recognized by the LEPL –National Center for Educational Quality Enhancement, in accordance to the rule provided by the Minister of Education and Science of Georgia, and the University makes the decision based on the document of recognition.

8. Release of acts related to student mobility

1. The university provides a project of the legal act on enrollment and related information in electronic form to the Center, according to the individual administrative-legal act released by the Center director.
2. In case of the Center's positive decision on the act project, the rector's order of student enrollment by mobility is released in accordance to the timeline, rules and law acting in Georgia.

9. Student internal mobility

1. DTMU students have rights to use internal mobility;
2. Internal mobility is announced in the University twice per year, in Spring and Autumn semesters.
3. Students who have student status suspended can also use internal mobility.
4. Students can use internal mobility in case they are studying in the 3rd to 5th semesters in the relative education stage.
5. Mobility rights are restricted for those who had been not able to accomplish the 1-2 semester credit-hours.
6. The timeline of internal mobility is defined by rector's order, which is published on the University web page and information desk in a place reachable by anybody.

7. The person willing to use internal mobility applies to the rector in a written form, and obtains status of mobility candidate upon completing registration in the timeframe defined by the order. Not following the deadlines causes loss of rights for mobility.
8. Number of students able to successfully use internal mobility is limited by the vacant spots in the programmes, while in case of competition GPA is considered as reference.
9. An order on internal mobility of a student is released by the rector, while this decision is reflected in the united student registry within 5 days.

10. Guarantee of education to students in case of education programme cancellation, university authorization loss and/or liquidation with no successor.

1. Two education programmes are active in the University; students can use internal mobility for changing between them, or in case of termination of one of them in accordance to defined allowed limits.
2. In case of education programme cancellation, university authorization loss and/or liquidation with no successor, students get opportunity to continue education in cooperation with other universities and the LEPL –National Center for Educational Quality Enhancement.

Appendix 1

Criteria Determined for Obtaining Student's Status in David Tvildiani Medical University Based on Passing Unified National Examinations

For obtaining student's status in David Tvildiani Medical University on unified national examinations the school leaver is obliged to satisfy requirements determined by the present rule, specifically:

Competence limits:

Georgian language and literature – minimal limit determined by national assessment and examination center

Foreign Language (In teaching and fulfilment part of the program English component is used thus it is obligatory to know English well) – 70%

Mathematics – 60%

Physics – 60%

Chemistry -60%

Biology -60%

Note: the minimal limit is overcome if the school leaver answered entire number of corresponding subject tasks plus one.

When forming a contingent for admission the institution determines prioritative place of assessments fixed by the school leaver in obligatory and optional subjects, also the quota of admission number corresponding to optional subject which can be different according to the university program and statistical data.

Priority for examination subjects determined by the university are distributed in the list as follows:

Optional subject – English language – Georgian language and literature

Meeting the abovementioned criteria is obligatory for those students who will obtain the right to study at David Tvildiani Medical University via mobility, specifically, when mobility is announced the student must consider the requirements on competence limits and priorities of unified national exams determined by the university.

Basing on the analysis of students' academic progress data present criteria may change and are approved by the Rector's order.

Appendix 2

Criteria Determined for Obtaining the Right of Study at David Tvildiani Medical University without Taking Unified National Exams

According Georgian Law and present regulation obtaining the student's status at David Tvildiani Medical University without taking unified national exams is possible for following persons:

- a. Foreign citizens and persons not having citizenship of Georgia who received complete general or equivalent education in foreign country;
- b. Citizens of Georgia who received complete general or equivalent education and the last two years studied in foreign country;
- c. Those persons (except the students participating in joint program) who study/studied and got credits/qualification in HEI of foreign country recognized by the law of that country;
- d. Georgian citizens who live/lived, study/studied and got credits/qualification in HEI of foreign country recognized by the law of that country;

In order to obtain student's status by the **foreign citizens/persons not having citizenship** the school leaver must satisfy following requirements:

Submit an application indicating the will to study at the university,

The document proving education and mark-sheet,

Motivation letter – "why I want to become a doctor" – (maximum 500 words)

Pass the university internal so called MCQ type, English, complex test in Chemistry-Biology (except Georgian citizens who must take examination organized by national Assessment and Examination Center, according to Georgian Law).

Positive decision on enrollment of the applicant in the program after the review, evaluation and analysis of the documents by DTMU authority, as well as an interview to prove knowledge of English language.

Georgian citizens who live/lived, study/studied and got credits/qualification in HEI of foreign country recognized by the law of that country and want to obtain student's status in DTMU must meet the following criteria:

Pass examination of general skills organized by national Assessment and Examination Center (since 2019), with competence limit – 60%.

Amendments were done in 2019.

Transitional, Temporary Measures (valid for 2020-2021 academic year)

Conditions created due to the pandemics in the country and worldwide became a prerequisite for adaptation of DTMU “rule of students’ status obtaining, suspension, termination, restoring, mobility and recognition of the education received during study period” to new conditions and introducing new regulations and development of present items by the university.

New conditions, regulations do not change rules and requirements of foreign school leavers’ enrollment into the program and recognition of education, also it gives possibility to administer and practically implement it; it allows to implement some procedures on-line, new terms for obtaining student’s status and/or individual additional agreement with school leavers.

1. In 1.2 article of present document the items (ref. article 1.2 items “a”, “b”, “c” and “d”) concerning categorization of school leavers willing obtaining student’s status, as well as requirements and procedures considered in this article, are left unchanged.
2. The requirement considered by the appendix 2 – “passing test exam”, examination center organizes the university internal MCQ type English format test – in chemistry-biology – on-line;
3. Receiving documents is performed on-line meaning:
 - ✓ Possibility of presenting original secondary school certificate and mark-sheet after student’s coming to Georgia;
 - ✓ Contract on student’s rights, responsibilities is concluded in two stages;
 - I stage – (without original signature) is considered as preliminary contract based on which student’s status is awarded, the student is reflected in students’ registry, invitation/recommendation letter is issued (for VISA application) and the student is allowed to sit on-line classes;
 - II stage considers – registering original documents and main contract; specifically: in the purpose of recognising credits the student has modular examinations¹ in the end of semester on which the student must appear at university physically; in the same period he/she will be able and be obliged to present original documents and sign main contract;
 - ✓ Abovementioned information considers the applicant for whom the Minister of education, science, culture and sport issued individual administrative act concerning obtaining the right of study.
4. As an exception, in the period of pandemics, the student may be allowed as a listener to on-line classes if he/she met all prerequisites (including university internal examination) determined by present rule; in the same time he/she is “waiting” for individual administrative act issued by the ministry concerning obtaining the right of study and with such persons the contract is signed under necessary conditions.
 - ✓ The person having the status of listener has academic responsibility considered in our academic program including in the part of credits recognition; such student has the status of listener until the act concerning obtaining the right of study is issued by the authority of ministry; following such act the contract considered under I stage– preliminary contract is concluded (ref. above) and all procedures considered by transitional regulation, is reflected on the procedure of awarding student’s status and in registry.

¹The rule of allowing to sit exam is not changed and requires receiving pre-quis points in all courses at corresponding level (by determined scheme).

The translation completely corresponds to the original created in Georgian language.