

Approved by the protocol N 50/20 of November 20, 2020
Amendment by the protocol of 06/21 of February 19, 2021

Procedure rule for enrolling students without passing the Unified National Exams/Common Master's Exams

1. Purpose of the rule

1.1 The purpose of this rule is to determine the conditions for enrolling entrants/master's degree candidates in the educational programs of the University of Georgia (hereinafter - the University).

1.2 Entrants/master's degree candidates/students defined by this rule have the right to study without passing unified national exams/common master's exams.

2. Requirements set for entrants/master's degree candidates/students with the right to study without passing the unified national exams/common master's exams

2.1 Studying without passing the unified national exams is allowed in accordance with this rule and within the established deadlines:

a) for entrants who received full general or equivalent education in a foreign country and studied the last 2 years of full general education in a foreign country;

b) for students who have lived in a foreign country for the last 2 or more years and are studying in a foreign country in a higher educational institution recognized in accordance with the legislation of that country.

2.2 Studying without passing the common master's exams, in accordance with this rule and within the established time limits, is allowed:

a) for master's degree candidates who have lived in a foreign country for the last 2 or more years and who received a document certifying the relevant higher education academic degree in a foreign country;

b) for master's degree candidates who were enrolled in a higher educational institution in accordance with the procedure established by Article 52, Clause 3 of the Law of Georgia "On Higher Education";

c) For students who have lived in a foreign country for the last 2 or more years and are studying in a foreign country for a master's degree at a higher educational institution recognized in accordance with the legislation of that country.

3. Stage I - online registration at UG

3.1 The applicant registers online on the website www.ug.edu.ge (see link).

3.2 After online registration, the University's International Relations Office (IRO) sends the applicant information about the date of the entrance examination(s) by e-mail. The applicant is informed that the video interview will be recorded in English. The video recording is used only to determine the level of English language proficiency of the applicant.

3.3 In the School of Health Sciences (Medicine Program; Dentistry Program), after online registration, the applicant writes the entrance exam online. The purpose of the entrance examination is to confirm the knowledge of the material studied within the general educational institution in physics, mathematics, chemistry, and biology. (see sample exam). The applicant is considered to have passed the entrance exam if the grade received by him in each component of the exam is equal to at least 51% of the maximum grade. If the result is unsatisfactory, the applicant has the right to retake the entrance exam. The date of re-examination will be notified to the applicant by email by the IRO of the University.

3.4 A video interview is conducted online with the applicant in order to determine the knowledge of the English language at the B2 level. The video interview will be recorded in English.

3.5 Taking the entrance exam and interviewing in English is free of charge.

4. Stage II - presentation of documentation

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4.1 After successfully passing the I stage, the applicant submits the required documentation to the IRO of the university. The requested documentation (notarized copies) can be submitted through the post office or agent. Documents drawn up in a foreign language must be translated into Georgian and certified by a notary.

4.2 The presented documentation includes:

- a copy of the citizenship document;
- For those wishing to enroll in a bachelor's and one-level program - a document confirming a complete general or equivalent education received in a foreign country;
- For those who wish to enroll in a master's program - a document confirming the relevant qualification of higher education issued by a higher educational institution recognized by a foreign country;
- For those who wish to enroll by mobility - a document confirming the credits received in a foreign higher educational institution, the syllabus of the relevant subject(s), and/or a brief description.
- Document confirming the payment of the registration fee -

(1) If the applicant provides the translation and notarization of the documentation, the applicant will only present a document confirming the payment of 120 GEL for the service fee of the National Center for the Development of Education Quality (see bank details)

(2) If the university provides translation and notarization of documents for the applicant, the applicant pays the university a registration fee of 100 USD, which includes the service fee of the National Center for the Development of Education Quality (120 GEL). (see bank details; specify - registration fee in the destination);

5. Stage III - application to the National Center for Education Quality Development

5.1 The IRO of the university sends the documentation submitted by the applicant, the video recording of the interview in English and the test, the information about the results obtained in the entrance exam (in the case of the medical program), and the consent of the university regarding the possibility of accepting the applicant to the vacant place within the total number of students (indicating name, surname and faculty/specialty) to the National Center for the Development of the Quality of Education.

6. Stage IV - making a decision on enrollment without passing the unified national exams/common master's exams

6.1 After the Ministry of Education makes a decision on enrollment without passing the unified national exams/common master's exams:

6.1.1 The IRO sends the applicant a tuition fee invoice;

6.1.2 The IRO of the university provides all the documents related to the enrollee to the service of administration of educational process (SAEP), SAEP prepares the draft of the order of the rector of the university on the enrollment of students;

6.1.3 The rector of the university issues an order on student enrollment;

6.1.4 SAEP presents the contract to the student. The student is obliged to pay the tuition fee of the first year in full, within 3 days after signing the contract;

6.1.5 The student is given access to the "My UG" system, and the student registers for the subjects offered under the program.

7. Additional information

7.1 Additional information about the enrollment procedures is given in the "Approval of the procedure for submission and review of documents by entrants/master's degree candidates/students with the

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right to study without passing unified national exams/common master's exams" of the Minister of Education and Science, 30/12/2011; In order N-224/n.