

LLC "David Tvildiani Medical University Community Nursing College"



Rules for Obtaining, Suspending, Restoring, and Terminating Vocational Student Status,  
Recognition of Acquired Education, and Mobility

Tbilisi

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## Article 1. Scope of Regulation

- These rules regulate the rules and conditions for obtaining, suspending, terminating, and transferring (mobility) vocational student status within the educational programs of LLC "David Tvildiani Medical University Community Nursing College".
- Obtaining vocational student status and any changes to it shall be carried out in accordance with these rules and the legislation of Georgia.
- Matters not regulated by these rules shall be governed by the legislation in force in the field of vocational education, orders of the Minister of Education and Science of Georgia, the College Charter, and individual legal acts issued by the Director of the College.

## Article 2. Legal Foundations

1. Law of Georgia "On Vocational Education";
2. Law of Georgia "On Education Quality Enhancement";
3. "Rules and Conditions of Enrollment in a Vocational Educational Program", approved by Order No. 42 of the Minister of Education and Science of Georgia dated July 02, 2021;
4. "Credit System in the Field of Vocational Education", approved by Order No. 120/n of the Minister of Education, Science, Culture, and Sport of Georgia dated December 28, 2020;
5. Order No. 198/n of the Minister of Education, Science, Culture, and Sport of Georgia dated September 20, 2019 "On Approval of the Rules of Vocational Student Mobility";
6. Order No. 11/n of the Minister of Education and Science of Georgia dated February 17, 2021 "On Approval of the Rules and Conditions for the Creation and Administration of the Vocational Education Management Information System";
7. Authorization Standards of a Vocational Educational Institution.

## Article 3. Definition of Terms

1. The terms used in these rules have the following meanings:
  - **a) College** - A vocational educational institution – a legal entity of private law, which is authorized to implement vocational educational programs, vocational training programs, and vocational retraining programs in accordance with the rules established by the legislation of Georgia;
  - **b) Administration** - Person(s) authorized to lead and represent the College, and persons involved in the management of administrative processes;
  - **c) Vocational Education** - A level of education that ensures the development of the competence/competences required by a specific profession and/or the labor market for an individual, and which is directed towards the professional, social, and personal development of the individual throughout their life;
  - **d) Vocational Educational Program** - A combination of educational goals, learning outcomes, module/modules, corresponding credits, teaching methods, assessment forms, and organizational specificities of the educational process. A vocational educational program is completed by awarding a qualification corresponding to the 3rd/4th/5th level of the National Qualifications Framework provided by the vocational educational standard and issuing a diploma;
  - **e) Vocational Student** – A person studying in a vocational educational program;

- **f) Transitional (Pending) Vocational Student** - A vocational student enrolled in a vocational educational program based on the results of testing in Russian, Azerbaijani, or Armenian languages, who has successfully completed the module "Georgian Language A2/B1";
  - **g) Applicant** – A person who possesses a document certifying basic general education issued in Georgia or equated to it, meets additional requirements established by the professional standard/framework document of the vocational educational program based on the specificities of the profession, and/or is registered for vocational testing purposes under the "Rules and Conditions of Enrollment in a Vocational Educational Program" approved by Order No. 42/n of the Minister of Education and Science of Georgia dated July 2, 2021;
  - **h) Module** - A component existing within the framework of a vocational educational standard or developed independently, which combines logically interrelated learning outcomes, describes the ways and means of achieving them, and the conditions for verification;
  - **i) Suspension of Vocational Student Status** - Temporary exemption from fulfilling the rights and obligations of the College and the student, without terminating the student's status;
  - **j) Termination of Vocational Student Status** - Exemption from fulfilling the rights and obligations of the student without the right to restore the vocational student status;
  - **k) Vocational Student Mobility** – Free movement of a vocational student to participate in the learning process, both in Georgia and abroad, accompanied by the recognition of education, credits, or qualifications received during the study period;
  - **l) External Mobility** - A case of a vocational student transferring from one vocational educational institution to another vocational educational institution;
  - **m) Internal Mobility** - A case of a vocational student transferring from one vocational educational program of a vocational educational institution to another vocational educational program within the same institution;
  - **n) Formal Education** - Education received at an educational institution;
  - **o) Non-Formal Education** - Professional knowledge and skills acquired in a non-formal environment.
2. Terms that are not defined in these rules have the meanings defined by the legislation in force and subordinate acts.

#### **Article 4. Obtaining Vocational Student Status**

- The right to obtain vocational student status is determined based on the applicant's completion of the basic level of general education, passing vocational testing and/or selection (motivation interview) in accordance with the "Rules and Conditions of Enrollment in a Vocational Educational Program" (approved by Order No. 42/n of the Minister of Education and Science of Georgia dated July 2, 2021), as well as meeting additional requirements provided by the professional standard based on the specific nature of the profession.

- In the case of a vocational educational program created in accordance with a vocational educational standard, the prerequisite for admission to the program is determined by the vocational educational standard.
- Obtaining vocational student status at LLC "David Tvildiani Medical University Community Nursing College" is determined in accordance with the "Rules and Conditions for Enrollment of Applicants in Vocational Educational Programs at LLC 'David Tvildiani Medical University Community Nursing College'".
- In accordance with the rules established by Georgian legislation, everyone has the right to enjoy the right to receive vocational education without any discrimination.
- According to the rules and conditions of enrollment in a vocational educational program, the basis for receiving higher vocational education is participation in testing organized by the Center and exceeding the minimum competence threshold.
- According to the rules and conditions of enrollment in a vocational educational program, the basis for receiving vocational education is participation in the selection organized by the institution and exceeding the minimum competence threshold.
- The right to participate in testing organized by the Center is granted to an applicant registered for the testing/selection of a vocational educational program in accordance with the established rules and conditions of enrollment, who intends to continue studying in a vocational educational program, holds a document certifying basic and/or secondary education issued in Georgia or equated to it, and meets the additional requirements established by the respective vocational educational standard and/or professional standard.
- Vocational student status is granted in accordance with the "Rules and Conditions of Enrollment in a Vocational Educational Program" approved by Order No. 42/n of the Minister of Education and Science of Georgia dated July 2, 2021.
- The recognition of education received in the occupied territories of Georgia and outside of Georgia is carried out by the LEPL National Center for Educational Quality Enhancement based on Order No. 98/n of the Minister of Education and Science of Georgia dated October 1, 2010 "On Approving the Rules and Fees for the Confirmation of Authenticity of Educational Documents Issued in Georgia and Recognition of Education Received Abroad".

## **Article 5. Continuation of Studies by Vocational Students Enrolled on the Basis of Testing Results in Russian, Azerbaijani, or Armenian Languages**

- Passing the modules "Georgian Language A2" and "Georgian Language B1" is mandatory only for those enrolled individuals whose Georgian language competence is not confirmed.
- For these individuals, instruction in the vocational educational program begins with the Georgian language modules.
- Upon overcoming the Georgian language module, the vocational student enjoys the status of a transitional (pending) vocational student and is authorized to:
  - **a)** Continue studying in the vocational educational program in which they were enrolled. In this case, their vocational student status will be activated on the basis of a personal application (or an application by a parent/legal representative according to established rules) immediately upon the commencement of studies by the vocational students enrolled in this vocational educational program within the scope of the subsequent testing cycle.

- **b)** In case of the impossibility to exercise the authority defined by subparagraph "a" of this paragraph, utilize internal mobility to transfer to another vocational educational program matching the vocational skills test and subject/subject group passed by them, in accordance with the rules defined by the College.
- **c)** In case of the impossibility to exercise the authority defined by subparagraph "a" of this paragraph, a student with transitional (pending) status may maintain their obtained legal status or transfer from one institution to another in accordance with the rules defined by the College and the procedure established by Order No. 69/n of the Minister of Education, Science, Culture, and Sport of Georgia dated April 10, 2019 "On Approval of the National Qualifications Framework".
- In the cases provided for by the first paragraph of this article, the number of vocational students holding transitional (pending) vocational student status shall not be deducted from the number of total admission places established for the institution's subsequent intake of vocational students.
- If a vocational student fails to overcome the learning outcomes of the Georgian language module, the individual's vocational student status shall be terminated.

## **Article 6. Suspension and Restoration of Vocational Student Status**

- Suspension of vocational student status is permissible in accordance with the rules established at the College and the legislation in force.
- The grounds for suspending student status are:
  - **a)** Personal application;
  - **b)** Academic leave, which may be granted to a student due to: prolonged illness, pregnancy and newborn care, or continuation of studies at a foreign educational institution;
  - **c)** The passing of a guilty verdict in a criminal case against the vocational student for a crime that simultaneously does not contradict professional nursing ethics, provided that the custodial sentence does not exceed 5 years;
  - **d)** The existence of objective circumstances that prevent the vocational student from continuing their studies;
  - **e)** Other cases provided for by the legislation in force.
- The maximum period for suspending vocational student status shall not exceed 5 years.
- A vocational student with suspended status is not considered within the margin of the maximum student capacity of the College.
- In the event of the liquidation of the College without a designated legal successor, or if the College loses its right to implement a vocational educational program or its educational institution status, the vocational student shall be considered a person with suspended vocational student status for a period of 5 years.
- Upon the existence of any ground provided for by paragraph 2 of this article, the student shall apply to the Director of the College with a request to suspend their student status.
- In the case of a minor or a student with special educational needs/disabilities (SEN/PWD), the application must be submitted by the parent/guardian with whom the contract was signed.
- An individual administrative-legal act is issued regarding the suspension of a vocational student's status, and on the day of its issuance, the data shall be entered into the Registry

of Vocational Educational Institutions and reflected in the Vocational Educational Institutions Management Information System according to the rules established by law.

- After the suspension of status, it may be restored within the framework of the same vocational educational program on the basis of an individual administrative-legal act issued by the Director.
- For this purpose, the vocational student/parent of the vocational student/legal representative applies to the College or its legal successor with a written application requesting the restoration of the vocational student status no later than 5 working days before the expiration of the established suspension period.
- A vocational student with suspended status has the right to apply to the institution regarding the restoration of status during the academic year before completing the questionnaire/application form.
- Following the restoration of vocational student status, the student continues their studies from the specific stage of the program at which their status was suspended.
- In the event of status restoration, the vocational student retains all completed credits/confirmed learning outcomes.
- In the case of implementing a vocational educational program via a dual/cooperative approach, the possibility of status restoration during the corresponding period is agreed upon with the partner enterprise.
- If the restoration of status by a vocational student occurs during a period when, due to program modifications, credits cannot be fully mastered, the College shall make a decision to develop an individual curriculum for the vocational student.
- The restoration of vocational student status is permissible even if it exceeds the maximum student capacity established for a specific program.
- In this case, the number of individuals enrolled above the total capacity of vocational students will be deducted from the total number of admission places established by the College for the subsequent intake of the respective program.
- If, at the time of status restoration, the same institution where the individual's status was suspended no longer implements the program in which the student was enrolled, the restoration of status is permissible within the framework of a program awarding a qualification of the same level under the "National Qualifications Framework" approved by the first article of Order No. 69/n of the Minister of Education, Science, Culture, and Sport of Georgia dated April 10, 2019 "On Approval of the National Qualifications Framework and the Classifier of Fields of Study".
- When credits cannot be fully mastered due to modifications in the program, the College shall make a decision to develop an individual curriculum for the vocational student.
- An individual legal act is issued regarding the restoration of a student's status, and on the day of its issuance, the data shall be entered into the Registry of Vocational Educational Institutions.
- A new contract is signed on the day of status restoration with the student whose status has been restored (or with their representative in the case of a person with special educational needs).
- Information regarding the restoration of a vocational student's status shall be reflected in the Vocational Educational Institutions Management Information System according to the rules established by law.

## **Article 7. Termination of Vocational Student Status**

- Termination of vocational student status implies the exemption of the parties from fulfilling the rights and obligations granted by the contract and legislation, without the right to restore the status.
- The grounds for terminating vocational student status may include:
  - **a)** The student utilizing the right of mobility and transferring to another institution;
  - **b)** The student's personal application expressing a desire to terminate studies;
  - **c)** Expiration of the 5-year period of student status suspension;
  - **d)** Failure to achieve academic progress during the study period, which implies receiving a "not confirmed" assessment despite utilizing the right to retake and repeat a module/result (except for persons with disabilities and special educational needs);
  - **e)** Commitment of an act by the student that is incompatible with their professional qualification and the norms of professional ethics and/or is provided for by parts 3 and 4 of Article 15 of these rules, which led to negative consequences;
  - **f)** A guilty verdict rendered in a criminal case against the student, which provides for a custodial sentence for a term exceeding 5 years.
- Upon the occurrence of the cases provided for by subparagraphs "a" and "b" of paragraph 2 of this article, the student must apply to the institution with a written statement, upon which the respective act of the Director is issued immediately (within no less than 3 days) and reflected in the institutional registry.
- In the case of circumstances provided for by subparagraphs "c" through "e" of paragraph 2 of this article, the College is authorized to terminate the student's status on its own initiative within 10 days from the occurrence/notice of such circumstances, regarding which a corresponding act of the Director shall be issued.
- The same rules and procedures defined by Article 11 of these rules apply to the issuance, notification, and reflection in the registry of the Director's act issued on the termination of status.
- Following the termination of student status, an individual may obtain student status only in accordance with the general rules established by the legislation of Georgia.

## **Article 8. Vocational Student Mobility**

- A vocational student who has obtained vocational student status in accordance with the rules established by the legislation of Georgia and is a vocational student of the College or another vocational educational institution (an institution implementing a vocational educational program) has the right to transfer from an institution implementing a vocational educational program or a short-cycle educational program (hereinafter – the institution) to another institution (hereinafter – external mobility) and, within its scope, from one vocational or short-cycle educational program (hereinafter – the program) to another vocational or short-cycle educational program (hereinafter – internal mobility).
- The right to internal and external mobility (hereinafter - mobility) is also granted to a person who has suspended vocational student status at the moment of implementing the mobility.

- Mobility may be carried out within the framework of a vocational educational program awarding a qualification corresponding to the same or lower level of the "National Qualifications Framework" (Annex No. 1) approved by the first article of Order No. 69/n of the Minister of Education, Science, Culture, and Sport of Georgia dated April 10, 2019 "On Approval of the National Qualifications Framework and the Classifier of Fields of Study".
- A vocational student develops the right to mobility only for a program whose admission prerequisites they fully satisfy.
- Vocational student mobility is carried out within the margin of the maximum student capacity defined for the respective program, except in cases where it is permissible to exceed the maximum capacity by no more than 25%.
- In such a case, the number of individuals enrolled above the total capacity of vocational students will be deducted from the total number of student admission places established by the College for the subsequent intake of the respective program.

## **Article 9. Internal Mobility of a Vocational Student**

1. Internal mobility of a vocational student implies transferring from one program to another program within the College.
  - Internal mobility is permissible from the moment of obtaining vocational student status until the completion of the first module, and at any time in the event of program cancellation or modification.
  - The decision regarding exceptions to this rule, taking into account relevant circumstances, is made by the Director of the College.
  - Internal mobility within the College may be implemented within the scope of the same program if the program has been modified/optimized, and transferring to the modified/optimized program improves the condition of the vocational student.
  - The College makes a justified decision regarding this matter.
  - A vocational student/parent of the vocational student/legal representative applies to the Director with a written statement expressing their desire for internal mobility, indicating the program to which they wish to transfer via internal mobility.
  - The Educational Department and a specialist from the respective field shall compile a compatibility report comparing the program mastered by the vocational student with the new vocational educational program, specifying the recognized credits.
  - The report is presented to the Director, and the information is also provided to the vocational student. In the case of a positive report, an individual administrative-legal act of the Director is issued regarding the internal mobility of the vocational student.
  - Data from the individual administrative-legal act of the Director issued on enrollment via mobility shall be entered into the Vocational Educational Institutions Management Information System according to the rules established by law, where the status "transferred via mobility" changes to active vocational student status.
  - Following this, the vocational student status of the person seeking internal mobility is automatically terminated in the vocational educational program from which they are transferring.

## Article 10. External Mobility of a Vocational Student

- External mobility implies a vocational student transferring from another educational institution to the College, or a vocational student of the College transferring to another educational institution.
- In the event of a desire for external mobility, the College facilitates the transfer of the vocational student to another educational institution, providing the vocational student with a copy of their personal file and/or requested documentation.
- On the basis of an electronic application received through the Education Management Information System, the College confirms the mobility and terminates the vocational student status of the student transferring to another educational institution via mobility through an individual administrative-legal act of the Director.
- A vocational student wishing to transfer/enroll from another educational institution via mobility is obliged to submit a mobility application to the College.
- The personal file of the person wishing to transfer and the documentation confirming the modules or individual learning outcomes completed and confirmed by them are considered mandatory documents for submission.
- If necessary, the list of documents to be submitted by the person wishing to transfer is additionally defined by an individual administrative-legal act of the College Director.
- To review the application of a person wishing to undergo external mobility, the Director creates a commission via an individual administrative-legal act, which reviews the documentation submitted by the vocational student and provides a corresponding recommendation to the College Director regarding enrollment via mobility or refusal of enrollment.
- The receiving institution is authorized to obtain additional information from the system regarding the status of the vocational student, the grounds for status suspension (if any), and the learning outcomes achieved by them.
- The institution is authorized to refuse the enrollment of a person via mobility if:
  - **a)** The institution does not have vacant places within the margin of the maximum vocational student capacity defined for the program;
  - **b)** The institution cannot ensure the further education of the person wishing to transfer, taking into account the specifics of implementing the receiving program;
  - **c)** The person wishing to transfer cannot satisfy the prerequisites established by the institution for enrollment in the program (if any);
  - **d)** The person cannot fully present the documentation required for mobility.
- The institution establishes the compatibility of the learning outcomes achieved by the person wishing to transfer within the framework of another educational program with the program offered by the institution, in accordance with the rules established by the legislation of Georgia and the internal regulatory acts of the institution.
- Following the recognition procedures, a recognition document is drafted, which indicates the compatibility of the educational program completed by the vocational student with the receiving program (or, in the case of internal mobility, with another program of the same institution), as well as the recognized learning outcomes and the number of credits.
- If necessary, the institution is obliged to compile an individual curriculum, taking into account the best interests of the vocational student.

- During mobility, if the learning outcomes of a module are fully confirmed, the vocational student is awarded the respective credit. In case of confirmation of achieving individual learning outcomes that do not constitute a full module collectively, the credit will be counted toward the vocational student after the complete confirmation of the remaining learning outcomes.
- The College may establish the compatibility of modules completed by a vocational student with those provided by the College's vocational educational program, despite differences that may exist in their titles.
- Credits obtained within the framework of a vocational educational program of a vocational educational institution where enrollment and instruction were carried out according to the rules established by legislation are subject to recognition.
- An individual administrative-legal act of the Director is issued regarding the enrollment of a vocational student via mobility.
- The review of the application of the person wishing to transfer and the decision-making regarding enrollment or refusal of enrollment occur within the timeframes established by the General Administrative Code of Georgia.
- The final decision regarding the enrollment or refusal of enrollment of a vocational student is made by the Director.
- For a person enrolled via mobility, an individual curriculum is drawn up if necessary, and the individual has the right to participate in its development themselves.
- The information shall be reflected in the Vocational Educational Institutions Management Information System according to the rules established by law.

### **Article 11. Providing Continued Education for Vocational Students in the Event of Educational Program Modification or Cancellation**

- The College may modify or cancel an educational program for the purpose of improving its quality, refining it, or offering better services to the public.
- In the event of modification or cancellation of a vocational educational program, it is important for the College to ensure the continued education of the vocational students enrolled in the respective program.
- In the event of modification or cancellation of an educational program (including the loss of authorization), it remains crucial for the College to ensure the continued education of the students of the respective program.
- The College ensures the continued education of a vocational student through the use of the following mechanisms:
  - **a)** Provide students of the program scheduled for cancellation with the opportunity to complete their current stage/level. In this case, new admissions to the educational program are halted.
  - **b)** Facilitate the mobility process of the vocational student. For such cases, the institution signs agreements with other educational institutions implementing identical/similar vocational educational programs.
  - **c)** Offer the vocational student a transfer via mobility to another vocational educational program implemented within the same or another institution, inside the same or a similar direction and specialty;

- d) Ensure that students are informed about relevant educational programs implemented by other vocational educational institutions;
  - e) Introduce the student to the rules, deadlines, and conditions of mobility provided for by the legislation in force.
- To ensure the continued education of a vocational student, if modifications are made to an ongoing vocational educational program that change the program's intended goals and outcomes, the changes must be reviewed and agreed upon with the National Center for Educational Quality Enhancement. The recognition of modules already completed by vocational students registered in a cancelled educational program occurs in accordance with the outcomes achieved by the student.
- In the event of modifying a vocational educational program, the College ensures the establishment of compatibility for each vocational student between the outcomes achieved within the framework of the existing program and those provided for by the new program. It also creates the opportunity for the vocational student to study under an individual curriculum if necessary.
- The vocational student is authorized to transfer to another vocational educational program of the same or similar direction, continue studying under the modified program, or choose a preferred vocational educational program at another vocational educational institution.
- For the modified educational program, an individual curriculum is drawn up in agreement with the student.
- A motivated decision regarding the cancellation or modification of an ongoing vocational educational program is made by the College Director on the basis of a report compiled by a working group established at the College (composed of specialists of the respective program, employers, and other persons involved in the educational process).
- For the purpose of protecting the interests and ensuring the continued education of the vocational student, the working group is obliged to search for another authorized educational institution and provide information to the vocational student if a corresponding vocational educational program exists.
- In the event of modifying or cancelling a vocational educational program, the College, through agreement with the student, ensures their transfer to another program within the same College. If this is impossible due to non-compliance with the rules established for mobility, the College shall offer external mobility to the student and, upon receiving consent, ensure their transfer to an alternative vocational educational institution with which a memorandum of mutual cooperation has been signed.

## **Article 12. Principles and Procedures for the Recognition of Formal Education Received by a Vocational Student**

- The recognition of formal education is carried out by the College in accordance with this article and on the basis of established requirements, specifically based on Order No. 121/n of the Minister of Education, Science, Culture, and Sport of Georgia dated December 28, 2020 "On Approval of the Rules for Recognition of Learning Outcomes Achieved within the Framework of Formal Education" and Order No. 120/n of the Minister of Education, Science, Culture, and Sport of Georgia dated December 28, 2020 "On Approval of the Credit System in the Field of Vocational Education".

- The recognition of formal education involves comparing the credits and learning outcomes mastered by a vocational student within the framework of another authorized educational program/programs with the College program in which the person continues or resumes their studies.
- The purpose of recognizing learning outcomes achieved within the framework of formal education (hereinafter – formal education recognition) is to promote lifelong learning, which is reflected in the recognition of learning outcomes certified by a state-recognized certificate, a state document certifying higher or vocational education – a diploma, or a state document certifying general education, for the purposes of a vocational educational program.
- For the purpose of recognizing prior learning, the College administration establishes the compatibility of the learning outcomes achieved by the person wishing to transfer within the framework of another educational program with its own educational programs, and makes a decision regarding the recognition of the respective credits.
- Credits received within the framework of an educational institution program where the student's status was obtained and instruction was implemented according to the rules established by law are subject to recognition.
- As a result of a content-based evaluation, the compatibility of the study courses completed by the vocational student with those provided for by the College's vocational educational program may be established, despite differences that may exist in their titles.
- For the recognition/confirmation of education received during mobility, a report is prepared by the Educational Department, which indicates the compatibility of the educational program completed by the student with the College program, as well as the number of recognized/confirmed credits. If necessary, an individual plan is approved by an order of the Director.
- Recognition of formal education is permissible if:
  - **a)** The learning outcomes provided for and achieved by the educational program are formulated identically, or there is a slight difference in formulation caused by linguistic specificities and/or a different structuring of learning outcomes, which does not prevent them from being considered identical. Furthermore, the learning outcomes are compatible with each other, taking into account the level descriptors of the National Qualifications Framework;
  - **b)** The achieved learning outcomes, taking into account the level descriptors of the National Qualifications Framework, exceed the learning outcomes provided for by the educational program.
- A person wishing to obtain recognition for formal education (hereinafter – the applicant) is authorized to request formal education recognition only after obtaining vocational student status in accordance with the rules established by the legislation of Georgia.
- The timeframe for administrative proceedings related to the recognition of learning outcomes achieved within the framework of formal education is 1 month from the admission of the application into proceedings.
- The formal education recognition process includes the following stages:
  - **a)** Submission of an application;
  - **b)** Review/evaluation of the application and accompanying documentation by the Educational Department;
  - **c)** Decision-making by the Educational Department;

- **d)** Issuance of an individual administrative-legal act by the Director of the College.
- The College is obliged to ensure the availability of information related to the formal education recognition process to interested individuals.
- The application submitted in written form by the applicant to the College must contain the following data:
  - **a)** The name of the College;
  - **b)** The first name and surname of the applicant, their actual and legal address;
  - **c)** The email address of the applicant;
  - **d)** The telephone number of the applicant;
  - **e)** The place and date of filling out the application;
  - **f)** The request, specifically, an indication of the specific learning outcome/outcomes for which the applicant requests recognition;
  - **g)** The signature of the applicant;
  - **h)** A list of documents attached to the application.
- The application provided for by this article must be accompanied by:
  - **a)** A copy of the applicant's identity document;
  - **b)** If the person seeking recognition is represented by a representative, a document confirming their authority;
  - **c)** A document certifying formal education (a state-recognized certificate and its transcript/supplement (where provided for by law), a state document certifying higher or vocational education – a diploma and its supplement, or a state document certifying general education) or a notarized copy thereof, or an official certificate confirming the specific learning outcomes achieved within the framework of formal education.
- To establish the compatibility of learning outcomes achieved within the framework of formal education, any document issued by an institution/legal entity implementing a vocational training and/or vocational retraining program that contains information about achieving the learning outcome to be recognized may be presented.
- The College is not authorized to demand from the applicant the documentation provided for by paragraph 9 of this article with respect to those learning outcomes that were achieved within the framework of formal education delivered by this same College.

### **Article 13. Final Provision**

- Making changes and/or additions to these rules is carried out by an individual administrative-legal act of the College Director.