



UG School Policy on Admission, Progression, Mobility, Suspension/Restoration and Termination of Student Status



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Article 1. Admission to Grade 1

- Registration is carried out electronically within the limits set by the Authorization Council of general education institutions, on the official management system website, within deadlines defined by the Ministry of Education and Science of Georgia.
- Required documents:
 - Application addressed to the school director
 - Two photos (3x4) and one digital photo
 - Notarised copy of birth certificate
 - Copies of parents' ID cards
 - Student's health certificate
- If documents are submitted in a foreign language, a notarised Georgian translation must be attached.
- Late admission may be allowed with consent of the local Education Resource Centre if objective reasons exist.
- A contract is signed between the school and parents/legal representatives outlining obligations, responsibilities, and dispute resolution.
- A personal file is opened for each admitted student.

Article 2. Admission of Students Without Status

- If a student has not studied in Georgia or was previously withdrawn, parents/legal representatives may apply for continuation of studies.



- Students with special educational needs (SEN) who lack educational history may be admitted to an age-appropriate class or up to three grades lower, based on a multidisciplinary team's conclusion.
- SEN students over 18 may be admitted to primary or basic levels as determined by the team.

Article 3. Admission Based on Recognition of Foreign Education

- Parents/legal representatives must request recognition of foreign education.
- Required documents:
 - Translated and notarised transcript from the foreign school
 - Birth certificate/passport (translated and notarised if foreign citizen)
 - Parent's ID/residence permit (translated and notarised if foreign citizen)
- The school prepares a compatibility report following guidelines of the National Center for Educational Quality Enhancement.
- Students are admitted to the grade indicated in the recognition document.
- Subjects without equivalence must be completed via external exams or individual study plans.
- If recognition is not granted, students are admitted to age-appropriate or one grade lower, based on parental request.

Article 4. Progression

- **Primary level:** considered completed if overall grade average is 5.0 or higher and grades V–VI are passed.



- **Basic level:** completed if overall grade average is 5.0 or higher and all classes in the level are passed, granting the right to receive a Basic Education Certificate or move to secondary level.

Secondary level: completed if overall grade average is 5.0 or higher and all classes in the level are passed

Article 5. Right to Mobility

- Any student with active status has the right to transfer (mobility).
- If status is suspended, it must first be restored before mobility can occur.

Article 6. Mobility Rules

- Mobility is possible within available places.
- Mobility is not allowed:
 - Between 1 September and 1 October
 - During the second semester of Grade 12
 - Within 30 days before the end of the academic year
- Exceptions may be granted by the Ministry's territorial body for objective reasons.
- Schools may conduct interviews/tests to determine compatibility with national curriculum standards and identify individual support needs.

Article 7. Required Documents for Mobility

- Application to the school director including applicant's details
- Student's personal file or certificate of completion of previous grade
- Current subject grades and attendance record
- Copy of student's birth certificate or ID



- Copies of parents' ID cards
- Residence permit (for foreign citizens, if applicable)
- SEN students: multidisciplinary team conclusion, individual learning plan, and health certificate
- Foreign-language documents must be accompanied by notarised Georgian translations.
- Admission may be refused if applications exceed maximum class size.
- A contract is signed with parents/legal representatives outlining obligations.

Article 8. Suspension of Student Status

Status may be suspended if:

- Student is absent for 45 consecutive school days without participation in in-person or online lessons.
- Student travels abroad and parents/legal representatives submit a written request.
- Parents/legal representatives or adult students request suspension.
- Preventive measures must be taken before suspension (reports after 10 and 20 days of absence, possible home visits).
- Status is automatically suspended if the school loses authorization and parents fail to transfer the student within 10 working days.
- Suspension is formalised by a director's order.

ARTICLE 9. RESTORATION OF SUSPENDED STATUS

- Parents/legal representatives must apply to the school that suspended the status or its successor.



- If the school has ceased operations and has no successor, parents must apply to another general education institution.