

By the order No. 46/01-01 of
the Rector of
LEPL - Ivane Javakhishvili Tbilisi State University,
of March 18, 2015.

Annex 1

The guidelines of the procedures referring to partial attendance of the programs at higher education institutions recognized in accordance with the legislation of a foreign country by the students of third level education programs of LEPL - Ivane Javakhishvili Tbilisi State University

Article 1. The purpose of the rule

This rule regulates required procedures for partial enrollment of the students of the third level education program of LEPL - Ivane Javakhishvili Tbilisi State University at the higher educational institution recognized in accordance with the legislation of a foreign country.

Article 2. Management and monitoring of the procedure

The required procedure related to partial enrollment of the students of the third level education program of LEPL - Ivane Javakhishvili Tbilisi State University at the higher educational institution recognized in accordance with the legislation of a foreign country is managed and monitored by the Quality Assurance Office of the relevant faculty.

Article 3. Requirements for PhD candidates

For the required procedure related to partial enrollment of the students of the third level education program of LEPL - Ivane Javakhishvili Tbilisi State University at the higher educational institution recognized in accordance with the legislation of a foreign country a PhD candidate shall ensure the following:

- a) Making the higher education institution of a foreign country interested in his/her PhD research topic and obtaining the respective official consent;
- b) Participating in an international mobility at a higher educational institution of a foreign country and obtaining a scientific supervisor for his/her PhD thesis;
- c) Presenting the conditions of cooperation and consent of a foreign university to the relevant faculty of the university, to be supported by proposing an agreement.

Article 4. Reviewing the terms and conditions of an agreement

1. Based on the documents presented by the PhD candidate pursuant to the sub-paragraphs of article 3 of this regulation, the Quality Assurance Office of the faculty, based on the consent of the scientific and corresponding education program supervisors, reviews the terms and

conditions of the agreement and prepares the conclusion in one week.

2. In case of a negative feedback, the Quality Assurance Office of the Faculty informs the foreign higher education institution.
3. In case of a positive feedback, the Quality Assurance Office of the Faculty shall send a draft agreement with relevant comments (if any) to relevant structural units (Legal Department, Department of Learning Process Management, Quality Assurance Office, Department of Finance, Department of Scientific Research and Development) of the University in order to obtain evaluations.
4. Relevant structural units of the University submit their evaluation on the project to the Quality Assurance Office within one week.
5. Quality Assurance Office of the Faculty sends the corrected version (drafted with consideration of the comments) of the suggested draft agreement to the higher educational institution of a foreign country to make further agreement within one week.

Article 5. Technical procedures for signing the agreement

In case of absence of comments or if comments are taken into consideration by the foreign higher educational institution, the agreement is made in at least three copies and signed by the rector, dean of the faculty, program director and the PhD thesis supervisor and sent to the relevant department of the higher educational institution of a foreign country for their final signature(s).