



Information Sheet for Incoming Exchange Students

General information

Address	Ivane Javakishvili Tbilisi State University (TSU) Department of Foreign Relations (DFR) 1, Ilia Tchavtchavadze avenue, Room 101 0179 Tbilisi, Georgia https://www.tsu.ge/en/foreign-relations	
E-mail	international@tsu.ge	
Partner Identification Code	999516034	
OID Number	E10207492	
DFR core team		
Head of DFR	Tea Gergedava international@tsu.ge	(+995) 32 2 22 11 03
Deputy Head responsible for Bilateral partnerships: outgoing/incoming student/staff nomination/admission	Maia Menteshashvili exchange@tsu.ge	(+995) 32 2 22 56 79
ERASMUS+ ICM incoming student/visiting staff mobility	Mariam Razmadze incomingmobility@tsu.ge	(+995) 32 2 22 56 79
Academic Calendar 2022-23		
Fall semester Undergraduate Studies	19 Sept 2022 - 20 Dec 2022	Exams: 9/01-9/02/23
Fall semester Graduate Studies	26 Sept 2022 - 13 Jan 2023	Exams: 16/01-17/02/23
Spring semester	6 March - 16 June 2023	Exams: 19/06-14/07/23
Nomination and application deadlines		
Incoming Exchange Student Nomination (ICM, MEVLANA, Bilateral Exchanges, East Partnership etc.)	Fall semester and full academic year	30-May
	Spring semester	15-Nov
Application deadline for accepted incoming exchange students	Fall semester and full academic year	14-Jun
	Spring semester	30-Nov

Nomination procedures	
The partner institution nominates an exchange student for one or maximum two semesters. The nomination letter should be sent to incomingmobility@tsu.ge (ERASMUS+ ICM incoming student mobility) or exchange@tsu.ge (bilateral incoming student mobility) and should include the following information:	
<ul style="list-style-type: none"> * Full name of a nominated student * Gender * Place and country of home institution * Date of birth/nationality * Email address * Planned period of study visit * Field of study at home institution * Study level * Home coordinator's name and email address 	
Requirements	
Student status	At the time of application, an applicant should be at least in his/her second semester and must remain enrolled at home institution while studying at TSU.
Language proficiency	Partner institutions should nominate students with sufficient English language abilities. The minimum language proficiency TSU requires for all of its inbound mobility is B2 level according to the Common European Framework of Reference for Languages. Important information about the inbound mobility at TSU as well as the courses delivered in English can be found here: https://tsu.ge/en/foreign-relations/page/Inbound-Mobility
Application procedure	<p>Once we receive an official nomination letter from the partner institution, Inbound Mobility Team of DFR will contact the nominee directly and provide details on the mobility procedures and arrangements. DFR serves as a liaison unit responsible for communication between the incoming student and the host faculties/departments at TSU. <i>The list of required documents for students:</i></p> <ul style="list-style-type: none"> *Nomination letter from a responsible unit at the the home institution *CV in English in Europass format *Certificate of registration at the home institution *A copy of the passport (photo page) *A motivation letter *Foreign language certificate (B2) *Filled and duly signed learning agreement *Transcript of records from previous studies *A work plan (in case of PhD students) *A copy of an international health insurance
Academic offer	
Credit system	In 2005 Georgia Joined the Bologna Process and became a member of European Higher Education Area. TSU adopted European Credit Transfer System and uses it as the only mechanism of recognition of studies. Information about the grading system at TSU can be found here: https://tsu.ge/en/foreign-relations/page/1973
Course/programme catalogue	A list of courses taught in English is available in the course catalogue. Please note that the courses are subject to change. Undergraduate students may choose courses from our graduate programs except for courses offered through the programs of ISET. They are allowed to take courses not only from their major academic fields, but also from related areas. Students should agree with their home coordinators on their academic plans. List of courses offered in English at TSU can be found here: https://tsu.ge/en/foreign-relations/page/Inbound-Mobility
Learning Agreement and course schedule	Students should agree with their home coordinators on the list of courses to be taken during their mobility at TSU. All courses with respective numbers of ECTS credits (up to 30 ECTS per semester) should be included in the Learning Agreement. Upon student's arrival in Tbilisi, Inbound Mobility Team at DFR organizes an orientation meeting and information session for incoming students. Incoming Exchange Students are allowed to make changes to their initial Learning Agreements (compiled before the start of their mobility) and modify the document during the <u>first 2 weeks of their academic semester</u> at TSU. The Learning Agreement (before/during the mobility) should be signed by three parties (student, home and host institutions).
Research projects	Students not taking part in regular academic courses but working on their individual research project should find an academic supervisor at TSU, who agrees to work with them during their stay at TSU. Regular meetings and discussions on development of the project should be arranged. A Confirmation of Stay or a general reference about the implemented mobility should be signed by DFR. However, no ECTS are granted in such cases.
Transcript of Records	DFR issues a Transcript of Records for incoming students within 4 weeks once the academic semester is over officially.
Support programme	DFR supervises a mentorship program aiming to help incoming students in successfully navigating thru TSU and offer them a variety of support mechanisms. TSU draws on the availability of its students with international mobility experience who volunteer as student mentors.

Accommodation		
General information	TSU offers accommodation in the University-owned housing complex (Lisi Dormitory) to its international students. Lisi Dormitory is a recently-built complex with the capacity of 320 beds, equipped with various support facilities including a library, a conference hall, a medical centre, a space for socializing, a laundry room, a computer lab and other infrastructure that are meant to create a comfortable environment to tenants. More details can be found here: https://tsu.ge/en/foreign-relations/page/2012	
Application for housing	Inbound Mobility Team will contact students about the housing options in Lisi Dormitory before their arrival in Tbilisi. TSU does not provide assistance and cannot liaise between private rental offices/home owners and students.	
Application deadlines for Lisi Dormitory	Fall semester	10 July
	Spring semester	10 January
Application confirmation	Inbound Mobility Team will confirm a reservation via an email.	
Preparation, arrival and enrolment		
Support programme	Students who request to have a mentor student upon their arrival in Tbilisi should contact the Inbound Mobility Team at incomingmobility@tsu.ge	
Enrolment	The exact dates of enrolment at TSU will be communicated in the Acceptance Letter issued by DFR.	
Orientation day Welcom event	Prior to students' arrival, they will receive an email with information about the date of the orientation day. At the event they will meet each other and the team of local mentors. They will also have a chance to listen to brief presentations of academic coordinators of the study program(s). In addition to this meeting, DFR organizes a welcome event to all incoming students each academic semester. It is an excellent opportunity to meet DFR staff and representatives of the units in charge of student services, who give presentations with a lot of useful information on university, student's life, sports and cultural events.	
Approximate expenses and the cost of living (per semester)		
Tuition fee	Incoming exchange students do not pay any tuition or semester-service fee during their studies at TSU	
Accommodation (Subject to change)	Shared accommodation (rented flat)	Up to Eur 180 (per month)
	Individual accommodation (rented flat)	Up to Eur 330 (per month)
	TSU Lisi dormitory	Up to Eur 80 (per month)
Learning materials	Up to Eur 100 (per semester)	
Other expenses	Eur 300 (per month)	
Health and accident insurance	Students must own a valid health insurance package during their studies at TSU covering the Covid-19 related expenses.	
Visa/residence permit	Citizens of the EU member states do NOT require a visa to enter Georgia. They can stay in the country for 1 year without a visa. More details can be found here: https://mfa.gov.ge/MainNav/ConsularInformation/VisaInfoForeign.aspx	
Health insurance		
General remarks	Students are responsible for their own health, accident and travel insurance during their time at TSU. They should contact their insurance agency to inquire about international coverage plan valid on the territory of Georgia. It is mandatory for the insurance plant to include the costs of COVID-19 treatment.	
Miscellaneous		
TSU Center for Languages	The Center for Languages at TSU offers a course in Georgian language to all incoming students for free. If they pass the exam successfully, they will receive 5 ECTS. In addition to Georgian, 40 foreign languages are taught by the Center for Languages and the Faculty of Humanities at TSU.	
Sports and culture	Department of Sports and Culture (DSC) offers a wide variety of events for students to take advantage of. DSC provides students with football, basketball and archery facilities. Incoming students can join the university sports teams and take part in national competitions. Additionally, DSC offers students opportunities to get to know the Georgian culture through events such as traditional dance lessons, concerts, as well as theatrical performances.	
Student groups	A great way to make friends in a new academic community is to get involved in social and cultural activities organized by DSC, Students Self-Governance and the Erasmus Student Network in Georgia.	
Support and advice	Incoming students should contact Inbound Mobility Team at TSU (incomingmobility@tsu.ge) if they have any questions or problems during their stay in Tbilisi. TSU Psychological and Training Center offers free counselling service to all English speaking international students of our university.	
More information	https://tsu.ge/en/foreign-relations	