

## A call for applications for TSU undergraduate and graduate students to win Erasmus+ program scholarships at the University of Helsinki

Period of documents acceptance: 06/03/2024 - 18/03/2024

The competition is announced for students of the third, fourth, fifth and sixth semester undergraduate students of TSU, as well as the students of the first and second semester of master's degree to win a scholarship of the Erasmus+ program funded by the European Commission at the University of Helsinki (Finland).

Eligible students must be enrolled in the following majors: economics or law

Mobility period: Autumn Semester of the academic year 2024-2025

**Prerequisite for participation in the competition:** The following certificates obtained no earlier than 4 calendar years before the end of registration for the current competition:

- a) TOEFL (90 iBT) and IELTS (6.5 minimum average score) or Cambridge B2 First (Cambridge English First/FCE) certificate;
- b) Submission of results of the institutional foreign language test organized by the university (at least 71 points), which is valid during the semester of the test and the following 1 semester (respectively, the test result of October 5, 2023 and/or March 6, 2024 is considered valid for the purposes of this competition);
- c) Official certificate of attendance at a foreign higher educational institution for at least 1 semester indicating the language of instruction, which must be English;
- d) Official certificate confirming the attendance of the last full academic year of school, indicating the language of instruction, where English was used as the language of instruction;
- e) Proof of study in an English language program at TSU;

### **Scholarship Holders Selection Process:**

1. Verification of the electronic application and relevant documentation (Tbilisi State University).
2. Interview conducted by the Candidate Selection Commission (Tbilisi State University).
3. Final selection and scholarship awarding (Host University):

## Application Document List:

1. A scanned PDF copy of your passport (or identity card, if a passport is unavailable).
2. The completed application form (Appendix 3).
3. Your curriculum vitae (CV) in English, following the European CV format (<https://europa.eu/europass/en/create-europass-cv>.)
4. A scanned PDF of a document confirming your current student status, issued in English.
5. An extract of your current academic records, including GPA, for the completed educational disciplines. This should be issued in English and provided as a scanned PDF.
6. A document verifying your proficiency in a foreign language, adhering to the conditions outlined previously.
7. **For individuals facing challenges who require additional support:**
  - **For disabled individuals, a medical notice confirming their status issued by the relevant authority.**
  - **For socially vulnerable individuals, documentation verifying their status from the appropriate authority.**
  - **For persons internally displaced from occupied territories of Georgia or living in occupied territories, confirmation of their status from the competent authority through an issued notice.**
  - **For parents of minor children, a copy of the minor child's birth certificate to confirm parenthood.**
  - **For representatives of national minorities, relevant supporting documentation.**
8. A scanned PDF version of the completed study agreement. Before filling out the agreement, please review the courses offered by the host university. To ensure accuracy, consult with the quality assurance service of your faculty. Contact information can be found below, point c). Once you've completed the first page of the document, certify it with your signature, the signature of the head of the quality assurance service of your faculty, and the faculty seal. Refer to Appendix 1 for further details and read the relevant regulations.
9. Recommendation in English (You must enter your recommender's information in the electronic registration portal [mobility.tsu.ge](http://mobility.tsu.ge). Afterwards, they will receive a link via email to complete the recommendation online).
10. Motivational letter in English not longer than 1 page; the letter must adhere to the following technical characteristics: font - Times New Roman, font size - 12, line spacing - 1.0, fields - 2 cm.; (The letter of motivation should be written in the language of instruction applicable to the program for which you are applying);
11. Applicant's Informed Consent Form (Please download Appendix 2, fill in the blanks fields, sign, scan and upload PDF version);

**Students interested in applying for the exchange program should register on the electronic registration portal [mobility.tsu.ge](http://mobility.tsu.ge) for managing exchange and mobility programs, upload the complete list of application documents (in PDF format) and submit the application electronically by March 18, 2024 by 13:59.**

- It is not possible to change the submitted application and/or replace the uploaded document(s).
- It is not possible to submit the application without the recommendation. Therefore, ensure that the recommendation by the recommender is completed and submitted on time. The recommender should be informed about the application deadline to avoid any delays.

**The scholarship includes:**

- Exemption from the registration fee at the host university,
- Monthly stipend by the rate determined by the European Commission,
- Reimbursements of the costs of two-way international travel established by the rate determined by the European Commission

The selected fellows have to pay the visa fee and monthly international insurance costs by themselves.

**Additional Important Information:**

**a) Information Regarding Electronic Registration Portal for Managing Exchange and Mobility Programs [mobility.tsu.ge](http://mobility.tsu.ge)**

- Applications must be submitted before the deadline, which is March 18, 13:59 p.m.
- Incomplete application packages will not be registered by the portal. Applications are considered submitted only after pressing the submit button. After a successful submission, applicants will receive a confirmation message via email.

- The time and date of interviews will be communicated individually to all applicants via email through the portal ([mobility.tsu.ge](http://mobility.tsu.ge)).

**b) The Foundation of the Competition and the Selection Procedure**

The joint order issued by the rector of TSU and the head of the administration, regarding the endorsement of selection criteria for involvement in Ivane Javakhishvili Tbilisi State University's international exchange and mobility initiatives, can be found at <https://www.tsu.ge/ka/foreign-relations/page/8837>.

As outlined in paragraph 4 of Article 492 of Georgia's "On Higher Education" legislation, it is prohibited to halt the student status of individuals engaged in exchange educational programs. A student partaking in a mobility program retains enrollment status at their home university, thus necessitating administrative registration each semester (tsu.ge).

The guide for using the electronic portal mobility.tsu.ge for managing exchange and mobility programs can be found at [https://tsu.ge/assets/media/files/42/Outbound Mobilities/UserGuide\\_mobility.tsu.ge\\_v1.pdf](https://tsu.ge/assets/media/files/42/Outbound%20Mobilities/UserGuide_mobility.tsu.ge_v1.pdf)

**c) Contact Information of Quality Assurance Services**

***Faculty of Law:*** Associate Professor Giorgi Makharoblishvili

giorgi.makharoblishvili@tsu.ge

***Faculty of Economics and Business:*** Associate Professor Marina Chavleishvili

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If you have additional questions, please contact the Department of Foreign Relations at [outgoingmobility@tsu.ge](mailto:outgoingmobility@tsu.ge)