

**LEPL - Ivane Javakhishvili Tbilisi State University**  
**Rules for Selection of Students Eligible to Participate in**  
**International Exchange and Mobility Program**

**Article 1. General Provisions and Scope**

1. The purpose of Rules for Selection of Students Eligible to Participate in International Exchange and Mobility Program of LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter the "Rule") shall be promoting student participation in international university exchanges and mobility programs LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter the "University").

2. This Rule shall govern the procedural issues of selecting University students to participate in the University's international exchange and mobility programs.

**Article 2. Basics of International Exchange and Mobility Programs**

The basics of the University's international exchange and mobility programs can be a bilateral written document (memorandum, agreement, etc.) concluded with a partner foreign higher education institution, an international project adopted by the University or another international project in which the University participates, government grants.

**Article 3. University Goals within the Framework of International Exchange and Mobility Programs**

Further to sharing the international experience in the field of higher education and scientific research and establishing in the university space, the University's goals set forth by the University Bylaw, the University also aims in the international exchange and mobility programs of the University (hereinafter - "Exchange and Mobility Programs") to involve the maximum number of University students in international exchange and mobility programs, to acquire relevant skills and experience, to plan and implement a better career, and to use the knowledge and experience gained for the University.

**Article 4. Procedure for Selection of University Students for Participation in Exchange and Mobility Programs**

1. For the selection of University students to participate in exchange programs, the University Department of Foreign Relations announces the relevant information on the University website concerning registration of applicants. The announcement shall indicate in which foreign higher education institution a specific exchange or mobility program/programs is/are implemented and at what level of education, students of which semester are eligible to participate in the exchange or mobility program, what are the deadlines for the exchange or mobility program, what are the prerequisites for participation, what are the stages of the selection process and the deadlines and forms for submitting

relevant registration and documentation, and other necessary information (details). The announcement constitutes a part of the procedural section adopted on the basis of this Eligibility Rule, and the requirements of which are to be fully complied with, and the violation of these requirements is considered a violation of this Rule, which may lead to a response from the University in accordance with applicable legal framework.

2. The basis for the application for registration is the existence of relevant vacancies (scholarships).

3. The interested student must register on **the website of the University** or on the portal of the foreign party accepting students participating in the exchange program, which is indicated in each specific case in the **application** provided for in paragraph 1 of this Article.

4. The preconditions for registration on the **University website** under the paragraph 3 of this Article are:

- a) The student's active status;
- b) The person must not be a student of the last or penultimate semester of education, in addition, the undergraduate student must have at least 60 earned credit hours;
- c) Student must have at least a 2.5 cumulative GPA;
- d) The educational profile of the person (faculty, program direction, educational program) must correspond to the vacancy profile provided by the exchange program;
- e) A fully completed learning agreement envisaged by the given Rule and applicable agreement.

5. Prerequisites for registration in the exchange program for students participating in the exchange program provided for in paragraph 3 of this Article and the list of documents to be submitted shall be published on a case-by-case basis on the University website, within the announcement provided for in paragraph 1 of this Rule.

6. Further to the preconditions provided for in this Rule, in case of additional preconditions, they shall be made public within the framework of the announcement provided for in paragraph 1 of this Article.

7. The learning agreement to be completed in order to participate in the exchange program (meeting the eligibility prerequisites) is a multi-signature document for the student, the university and the host (receiving) higher education institution (in which the student shall study on the basis of an exchange program), which lists the educational disciplines that the student, in case of participation in the exchange program (obtaining a scholarship), will attend in the host higher education institution and which are compatible with the student's educational profile.

8. The student interested in this Rule, as well as interested in filling the learning agreement, shall find a list of educational disciplines available to foreign students that are delivered in the language of mobility provided by the exchange program (the language of instruction referred to in the application referred to in paragraph 1 of this Article) in the educational semester provided for in the application for registration for the mobility semester on the website of the desired host higher education institution (if the host higher education

institution provides this information to the University, it will be available in the content of the announcement published by the University).

9. Further to the conditions set forth in this Rule, the learning agreement must be signed by the student and the person in charge of the Quality Assurance Service of the relevant Faculty of the University. The signature of the student's home Faculty Quality Service shall confirm the following:

a) The readiness of the Faculty to consider the recognition of the credits obtained as a result of studying the educational disciplines, which are listed in the student transcript when returning from the mobility within the framework of his/her exchange program;

b) The student has not passed the educational disciplines specified in the learning agreement at the University, nor does he/she study them during the semester when the procedure for selecting for the exchange program takes place;

c) The educational disciplines specified by the student in the learning agreement are compatible to/relevant with the educational program to which he/she is enrolled in the University and contribute to the achievement of the learning outcomes defined by the relevant curriculum.

10. Further to the provisions of paragraph 7 of this Article, when completing the learning agreement, it is to be taken into account that it is not recommended to include in the learning agreement any educational disciplines that will lead to an extension of the student's study period after the student returns from the host higher education institution, however, should this be unavoidable, the student should be explained about the given condition in detail by the home Faculty Quality Service before the latter signs the learning agreement.

11. To meet the preconditions provided for in paragraph 4 of this Article and to ensure appropriate registration, the following shall be uploaded by the student on the appropriate portal:

a) A copy of the identity document - passport (in its absence, an identity card) provided by the law (scanned in pdf format);

b) European format of CV (Europass CV) (in a foreign language (scanned in pdf format);

c) Certificate about the student status (in a foreign language (scanned in pdf format);

d) Extract of the student's current assessments listing the educational disciplines s/he has passed, with reference to the GPA (in a foreign language (scanned in pdf format);

e) Foreign language proficiency document (scanned in pdf format);

f) Official certificate / document confirming the status of a person with special educational needs, if available (scanned in pdf version);

g) Dully completed and certified learning agreement (scanned in pdf format);

h) A letter of recommendation (filled in electronically);

i) A cover Letter with a length of maximum 1 page meeting the following technical characteristics: font - Times New Roman, font size - 12, line spacing - 1.0, fields - 2 cm. (A

cover letter must be written in the language of instruction of the program for which the applicant is applying (to be uploaded in pdf format);

j) In case of multi-program competition, list of preferred host higher education institutions in English according to the Latin alphabet (application can be made to a maximum of 3 universities (to be uploaded in pdf format).

12. Except for the documents to be uploaded for the purpose of registration provided for in this Rule, in case of additional preconditions, they shall be made public, within the framework of the announcement provided for in paragraph 1 of this Article.

13. For the purposes of sub-paragraph “e” of paragraph 11 of this Article, knowledge of a foreign language shall be confirmed:

a) on the basis of the following certificates taken at least 2 calendar years before the completion of the relevant registration:

In case of English language: TOEFL (90 iBT), IELTS (6.5 minimum average score) or CAMBRIDGE (FCE) certificate;

In case of German language: TestDaF (TDN 3), DSH (DSH 1), DSD (B2), Goethe Certificate (90-100)

In case of French: DELF (B2), DALF (B2)

In case of Italian: CILS (B2), PLIDA (B2)

In case of Spanish: DELE (B2), eLADE (B2)

In case of Portuguese: CAPLE (B2)

In the case of Greek: Certificate of Attainment in Greek (B2)

In case of Turkish: TYS (B2)

b) Based on the result of the institutional testing of foreign languages organized by the University (not less than 71 points), the result of which is valid during the semester of testing and for the next semester;

c) On the basis of an official certificate of attendance at a foreign higher education institution for at least 1 semester, indicating the language of instruction, where the language of instruction used in the relevant higher education institution is the language of instruction the student wishes to enroll in as an exchange student.

14. For the purposes of sub-paragraph “b” of paragraph 13 of this Article, testing shall be organized and conducted in a foreign language by the University. The Department of Foreign Relations, the Examination Center and the Center for Languages shall be involved in organizing and conducting the testing. Registration for the test shall be announced on the University website for those students of the University who are potentially interested in the exchange programs administered by the University. Since the test result is valid for the semester of the test and for the next 1 semester, the University student who is in the 2nd to 6th semester of undergraduate education, in the first and second semester of the master's degree, and in the doctoral education level from the first to the 4th semester shall be admitted to the test (If the University PhD student submits a certificate stating that s/he cannot defend his/her doctoral dissertation without an additional semester/semesters, s/he shall be

admitted to the test with the provision that if s/he passes the test and receives a scholarship, the mobility semester will not be his/her final semester as a PhD student. In such a case, the PhD students shall be registered by the Department of Foreign Relations after submitting the relevant certificate).

15. Students shall be registered electronically for the testing provided for in paragraph 14 of this Article (on the Electronic Registration Portal for Exchange and Mobility Program Management). Only those registered on the portal, who were given a unique code during registration, shall be allowed to take the test.

16. Testing shall be organized upon request of the Department of Foreign Relations, according to which the Center for Languages prepares test material, and the Examination Center organizes and implements the part of the testing procedure on which the students take the test.

17. A student registered for the test shall show up for the test ten minutes before the scheduled time (for identification and assignment purposes). The student must have an ID card or passport with him/her during the test. In one round of testing it shall be possible to take the test in only one foreign language. The passing test has 100 points and the minimum positive threshold shall be 71 points (in case of getting 70 or less points, the test is not considered to be passed with a positive result). The test result shall be assessed by the Center for Languages and the results shall be delivered to the Examination Center. The Examination Center shall shape the test results in the form of a table and submit it to the Department of Foreign Relations. The Department of Foreign Relations shall display the results on the personal page of each registered student on the Electronic Registration Portal for Exchange and Mobility Program Management. In addition, these results shall also be displayed on the personal electronic page of the student registered on the portal and automatically sent to the e-mail, indicating the score received.

18. After passing the language test, the student shall make an electronic application for the desired exchange or mobility program in full compliance with the conditions provided by this Rule. In order to select students participating in the exchange and mobility program (after completing the registration and meeting all the requirements of this Rule), by the order of the Rector, a relevant committee shall be established, consisting of at least 3 people with relevant competencies. The chairperson and the secretary of the committee shall be appointed by the Rector's order. The committee shall conduct a student assessment on the basis of the submitted documentation and relevant interviews.

19. The assessment provided for in paragraph 18 of this Article shall be made on the basis of the following criteria:

- a) GPA (multiplied by 10) of a registered student, who submits application-related documentation in full, on the basis of which the student can be awarded 25-40 points;
- b) Compatibility of educational disciplines/research directions between the University and the host higher education institution, on the basis of which the student can be awarded 0-5 points;
- c) Status of a person with special educational needs - 1 point;

d) Interview (the interview is conducted in the relevant foreign language in which the education is conducted at the destination higher education institution/institutions selected by the student) and its components are:

d.a) compatibility of participation in the exchange program with the student's educational and/or research goals, on the basis of which the student can be awarded 0-15 points;

d.b) assessment of student motivation, based on which a student can be awarded 0-10 points;

d.c) the student's oral presentation, on the basis of which the student can be awarded 0-10 points.

20. A positive decision may not be made for a registered (before the interview stage) student to participate in an exchange or mobility program if s/he has been awarded a total of 59 (60 in the case of a person with special educational needs) or less or s/he has been awarded 19 (20 in the case of a person with special educational needs) or less in the components provided for in paragraph 19 (d) of this Article.

21. The member of the relevant committee shall evaluate the student participating in the selection process individually based on the procedure defined by this Rule. Each member of the committee shall receive the application documents of the applicants before the interview and it shall be his/her duty to get acquainted with these documents before the interview. Each member of the committee shall evaluate only the student whose documentation has been read and in whose interview he/she has personally participated. The points provided by this Rule shall be awarded to the student in the form of points obtained by the arithmetic mean, which is calculated from the points awarded by the members of the committee to the relevant student who participated in the assessment of the same student.

22. Following the completion of the selection process for students participating in an announced exchange program/programs, based on the evaluations of the students participating in this selection process, the Department of Foreign Relations shall establish a ranking list in which students are listed based on the scoring principle. A student participating in the selection process shall not be included in the ranking list if s/he did not attend the interview or missed a stage and/or component of the selection process that does not allow him/her to be awarded an appropriate score. The ranking list shall include all students participating in the selection who have gone through all the stages and components of the selection regardless of whether the scores obtained by him/her are sufficient for the positive decision provided by this Rule.

23. To take part in the exchange program, a positive decision on mobility in a foreign higher education institution shall be made only for those students who have accumulated sufficient points provided for in paragraph 20 of this Article and other more points than students competing in the same selection process (taking into account vacancies in foreign host higher education institutions).

24. Based on the decisions made and the ranking list in the exchange program, information on mobility in the host higher education institutions of a particular student (student nomination to the relevant foreign higher education institution) shall be sent to the relevant higher education institution. At the same time, the results obtained as a result of the selection process shall be sent to all students participating in the selection process individually, via e-mail. The results provided for in this paragraph shall not be final and the host higher education institution shall be entitled to refuse (in whole or in part) the nomination, which shall be noted in the relevant e-mail notifications referred to in this paragraph. A student who has won a scholarship to participate in an exchange program shall be eligible to withdraw from the program, but no later than 5 working days after receiving the relevant email.

25. The host higher education institution shall be authorized, upon receipt of the nomination from the University, to make a decision on the increase of vacancies known to it in advance (the number of available vacancies in the selection procedure announced in accordance with this Rule). In such a case, the University shall be entitled to be guided by the rating list obtained as a result of the selection procedure already conducted, if it allows additional nominations in accordance with the rules defined herein, or otherwise, the University shall be authorized to conduct a new selection procedure in accordance with the procedures established by this Rule, albeit as soon as possible.

26. Upon final confirmation of the nomination sent by the University and confirmation of the acceptance of the nominated students by the host higher education institution, the relevant student shall receive an e-mail from the Electronic Registration Portal for Exchange and Mobility Program Management, confirming his/her right to mobility through the exchange program at his/her respective foreign higher education institution. After that, the relevant student shall receive other necessary mobility details from the host higher education institution. The mentioned process shall be completed by sending a letter of invitation to the relevant student by the host higher education institution and signing the learning agreement.

27. The terms of mobility in a foreign higher education institution through an exchange program are not subject to extension (extension of time is possible only in exceptional cases, at the initiative of the host higher education institution and with the consent of the University, under the conditions imposed by the host higher education institution).

28. For the purposes set forth in Article 3 of this Rule and based thereunder, each individual student shall be entitled to participate in exchange programs, if the total period of mobility at one level of study in his/her foreign higher education institutions does not exceed 12 calendar months, which may be distributed over a maximum of 3 semesters for undergraduate and PhD students and 2 semesters for master's students. In the event that the registration and selection of an interested student for the purpose of participating in the exchange program automatically entails overstay (violation of) the duration referred to in this paragraph, the student shall be restricted from participating in the selection process.

29. It shall be prohibited for a student to participate in the selection process for the exchange program if s/he has already acquired the right to participate in the exchange

program on the basis of a similar procedure and the mobility period at the host university coincides with the mobility period in the relevant higher education institution.

#### **Article 5. Responsibility of Entities Involved in the Process**

When implementing the procedures established by this Rule, the entities involved therein shall have its own scope of responsibility. The University, its structural units and the authorized persons shall be responsible within the scope of their competence for the observance of the requirements of this Rule, except for the following issues in the field of student responsibility, for which the student is responsible (except for the issues already provided by this Rule):

a) At the registration stage:

a.a) ensuring compliance with the established deadlines;

a.b) creating the relevant documents;

a.c) completion of the learning agreement;

a.d) obtaining proper signature on all necessary documents;

a.e) creating a profile on the Electronic Registration Portal for Exchange and Mobility Program Management and making an application;

a.f) ensuring timely communication with the potential recommender (if the recommender does not fill in the relevant fields of the recommendation before the deadline, the student application will be considered incomplete and will not be considered);

a.g) attending the interview;

a.h) frequent checking of relevant e-mail inbox;

a.i) frequent checking of the University website;

a.j) ensuring the authenticity of the documentation and the submitted information;

b) In case of selection of the student participating in the exchange program and confirmation by the host higher education institution receiving his/her nomination:

b.a) if desired, the application for refusal to be submitted within the prescribed period;

b.b) Familiarization with the conditions offered by the receiving higher education institution and strict observance of the rules;

b.c) timely start of the visa procedure and obtaining a visa;

b.d) responding to messages received by the receiving higher education institution;

b.e) arrival and stay within the time period set by the receiving higher education institution until the end of the full period of mobility;

b.f) in case of bachelor's and master's degree, passing educational disciplines in the receiving higher education institution (total amount of credits not less than 20 credits per semester) and passing the exams;



b.g) in case of PhD studies, communication with the academic host in the receiving higher education institution and conducting pre-agreed teaching and research activities;

b.h) in case of change of the subjects specified in the learning agreement while being in the receiving higher education institution, communication with the Quality Assurance Service of the relevant Faculty of the University (TSU) and concluding an amendment to the learning agreement in writing, obtaining all necessary signatures;

b.i) returning to Georgia at the end of the mobility period and starting the credit transfer and recognition process at the University.

#### **Article 6. Selection of University Students for Participation in Exchange Programs under the Conditions of the Host Higher Education Institution**

1. Selection of students and other procedures for participation in exchange programs shall be carried out at the request of the host higher education institution. The University shall publish this through the relevant announcement on the University website on the basis of paragraph 3 of this Article and, if necessary, to facilitate communication, exchange of information between the receiving higher education institution and interested students of the University (unless the selection process is conducted at the receiving foreign higher education institution. However, the University shall ensure the selection process on its own initiative and in accordance with the criteria established by it in which case the University shall apply the provisions set forth in this Rule, except for the selection criteria provided for in this Regulation).

2. The selection principles, procedures provided for in this Article, the degree and content of possible involvement of the University in this process and other necessary issues shall be established and the procedure shall be carried out by the host higher education institution itself.

#### **Article 7. Conclusive Provisions**

Under this Rule any decisions made by the University and its authorized persons, as well as structural units (including interim and final decisions made during the selection procedure) may be appealed directly in the Georgian court in the manner prescribed by law.