

Competition Regulations

For Participation of Georgian Technical University Students in Exchange Educational Program

1. Scope of regulation

1. This rule determines the educational exchange program within the Technical University of Georgia for student mobility, implementation of the procedural issues, respective stages and timetable; Sets out the rights and obligations of participants in the mobility process in compliance with the regulations of European Commission's for Erasmus + exchange regulations, including the procedures adopted by the Coordinator / Host University.
2. This procedure is mandatory for all persons involved both in the mobility planning and implementation process.
3. The procedures set forth in the present regulations are transparent and information at every stage is open and available for those who are interested in.

2. The purpose of the competition

1. The purpose of the competition is to select Bachelors, Masters and PhD degree students for International Mobility at host Partner Higher Educational Institutions (HEIs) (including Erasmus+ Program Country Coordinator), according to the relevant Inter-institutional (e.g. within the Erasmus + Program) and / or the terms defined by the Bilateral Agreement.
2. The list of university coordinators within the Erasmus + program is given by relevant scientific directions on the website (www.gtu.ge/erasmus+).

3. Call competition

1. In accordance with the existing agreements within the exchange program, competition at the Technical University of Georgia is announced in two stages, according to international mobility scheduled for spring or autumn semester.
2. Competition for international mobility planned for spring semester will be held in November, and competition for international mobiles planned for autumn semester will be held in April.

2.1. The dates of the competition may be modified by the coordinator of the specific project in accordance with the requirements of the HEI (Erasmus + Program Country).

3. The information about the call will be provided on the website (www.gtu.ge ; www.gtu.ge/erasmus+).
4. The application will include the name of the Host University, the information on the available scholarships and the list of programs.
5. During the competition the applicant must be enrolled at the Georgian Technical University as a student of the relevant level.
6. Students can participate in the competition, except:
 - Bachelors of the first and the last year; as an exception, it is permissible to for the undergraduate students of the first semester of the last year;
 - Graduating Masters. Except graduate students of the first semester of the last year;
 - Doctorate students of the final year of study. Except the PhD students of the first semester of the last year;
 - Students of all stages of Erasmus + Mobility, who have already received Erasmus Mundus and Erasmus + grants at the same level and their mobility period including the planned one exceeds 12 months.

4. Required documents

1. List of documents required for participation in the competition, as well as relevant forms are placed on the website (www.gtu.ge/erasmus+):
 - Copy of ID / Passport;
 - Completed Application Form (in English);
 - EUROPASS CV (in English);
 - Cover letter (in English);
 - Certificate / reference confirming the relevant language knowledge (if applicant has received education in foreign language program, neither certificate no reference is required);
 - Transcript (in English);
 - Individual Training Program (Learning Agreement) (filled in the English language) approved by the Faculty Quality Service Manager and approved by Dean's Signature;
 - Reference letter (in English);
 - A certificate confirming the social welfare status and restricted physical abilities (if any) (in English);
 - The last higher education diploma and diploma supplement (if any) or certificate on the completion of education (in English);
 - Research Plan (in English) (only for doctoral students);
 - Support letter from the professor / administrative unit of the host University (in English) (the official document is not mandatory, it is enough to receive the e-mail) (only for doctoral students).

2. Applicants shall submit the duly filled Application Form and individual Learning Agreement to Dean of the Faculty, and in case of the Erasmus+ program, initially to the Dean of the Faculty and subsequently to the Institutional Coordinator of the GTU for approval.
3. In case of Erasmus+ program, application without an individual Learning Agreement, certified by the Institutional Coordinator of the GTU will not be accepted for consideration.

5. Documents submission deadline and consultations:

1. Deadline for submitting competition documents to the International Relations and Standards Office for International Mobility scheduled for spring semester is November 15.
2. Deadline for submitting competition documents to the International Relations and Standards Office for International Mobility planned for autumn semester is April 15.

Note:

The deadline for submitting the documents may be changed by the specific project coordinator in accordance with the requirements of HEI (Erasmus + Program).

3. Additional detailed information regarding the announced call - Information about the terms and conditions of the proposed mobility will be published periodically on the website of Georgian Technical University.
4. The International Relations and Standards Office of Georgian Technical University will provide applicants with consultations on the application procedures according to the schedule published on the website of the application (www.gtu.ge/erasmus+):
 - October-November (for mobility in spring semester);
 - March-April (for mobility in the autumn semester).

6. Testing

Internal university tests for the applicants who have not submitted a relevant certificate of foreign language or do not study at the relevant foreign language education program will be held at the University Examination Center, till November 20 (for mobility in spring semester) or till April 20 (for mobility in the autumn semester).

Note:

The deadline for testing may be changed by the specific project coordinator in accordance with the requirements of HEI (Erasmus + Program).

7. Competition

1. The applications will be sorted out by the International Relations Group to submit to the Commission till November 25 (for mobility in spring semester) or April 25 (for mobility in the autumn semester).
2. The International Relations Group will consider the applications and in case of similar data, submission to the Commission will take place till November 25 (for mobility in spring semester) or April 25 (for mobility in the autumn semester).

2.1. In case of identical data, application documents will be considered and assessed by Commission composed of the following:

- Head of the International Relations and Standards Office/GTU Institutional Coordinator (Head of the commission)
 - Representative from Quality Assurance Service of the relevant Faculty.
 - Dean/Head of the program of the relevant Faculty.
3. In accordance with the recommendations prescribed by the European Commission (Erasmus + Guidelines for Implementing Short-Term Exchange Programs for Partner Countries Universities), the Commission will evaluate the contestants according to the following criteria:

- **GPA or Average of Graduate's Diploma (0 - 2 points)**
 - 3.0 - 4.0 - 2
 - 2.0 - 2.9 - 1
 - 1.0 - 1.9 - 0
- **Certificate / reference (1 - 3 points) confirming the knowledge of the relevant language required by the University**
 - TOEFL, IELTS Certificate -3
 - The internal university test result in English / German language is 81 to 100 points -2.5
 - The internal university test result in English / German language is 61 to 80 points -2
 - The inner university test results in English / German languages is 51 to 60 points - 1
- **Cover letter (1 - 3 points)**
 - Motivation is reasonable and consistent with structural, goals, expected results and benefits - 3
 - Motivation is not clearly defined and understood by the knowledge acquired in the field

- Objectives, expected results and benefits - 1
- **EUROPASS CV (1 – 2points)**
 - The resume appropriately describes the applicant's skills, working experience, education and other business information that corresponds to EUROPASS CV format - 2
 - The resume describes general skills, experience, education and other business information - 1
- **Reference letter (1 - 2 points)**
 - One reference letter – 1 point;
- **Research Plan (in English) (only for PhD students) (1 - 2 points)**
 - Compliance with research methodology - 1
 - Actuality and importance of research – 1
- **Additional information (1-2 points)**
 - Presented reference which indicates economic, social or health problem - 1
 - Additional information about student activities - 1

Note:

In case of identical data, the advantages are given to :

- *Socially vulnerable and disabled competitors;*
- *Competitors who have not previously received grants in the frames of the EU-funded Erasmus Mundus, Erasmus + Mobility Programs;*

4. The recipient partner can define its priorities in the course of the study, within the inter-institutional agreement (in case of the Erasmus + program).

8. Competition Results

1. The results of the competition is the list of selected contestants, according to the scores obtained.
2. To obtain an individual grant, Nomination with ranking list of contestants will be submitted to the HEI
3. Competition Results will be informed to the students individually to the e-mail indicated in the competition application.

9. The procedures for appealing the results of the competition

1. The applicants have the right to appeal the decision of the Commission within 3 days after the announcement of the competition results.
2. The application / complaint shall be sent to the Commission in a written form.
3. Within three days, after the expiration of the appeal period, Georgian Technical University announces the final results of the competition and sends the Participants' individual Learning Agreements to partner host HEIs within the dates.