

Academic Council of the Georgian Technical University LEPL

Resolution # 01-05-04/02

Tbilisi

16 January, 2025

On approval of the rules for participation in international mobility within the
framework of the educational exchange program

On the basis of subparagraph “c” of paragraph 1 of Article 21 of the Law of Georgia “On Higher Education”, Subparagraph “c” of paragraph 1 of Article 8 of the University Charter approved by the Order of the Minister of Education and Science of Georgia No. 133/n of September 9, 2013 “On Approval of the Charter of the Legal Entity of Public Law – Georgian Technical University”, Service card MES 3 25 0000017049 of the Head of the Department of International Relations of the University dated January 15, 2025 and the Minutes of the Academic Council dated January 16, 2025 No. 01-05- 02/01, the Academic Council of the Georgian Technical University ordered:

1. To approve the "Rules for Participation in International Mobility within the Framework of the Exchange Educational Program" (Appendix).

2. To be declared invalidated:
 - a) Resolution of the Academic Council of the Georgian Technical University of December 29, 2022 No. 01-05-04/233 on "Approval of the Rules for Conducting a Competition for Participation in International Mobility by Academic and Administrative Personnel of the Georgian Technical University within the Framework of the International Exchange Program";
 - b) Resolution No. 01-05-04/232 of the Academic Council of the Georgian Technical University of December 29, 2022, on "Approval of the Rules for Conducting a Competition for Participation in International Mobility by a Student of the Georgian Technical University within the Framework of the International Exchange Program".

3. The resolution may be appealed within 1 month from the date of publication to the Tbilisi City Court, through the Board of Administrative Cases, located at 64 Davit Agmashenebeli Alley, Tbilisi.

Chairman of the Academic Council

D. Gurgenidze

Secretary of the Academic Council

I. Kutubidze

Rules for participation in international mobility within the framework of the educational exchange program

Article 1. Scope of Regulation

1. This rule regulates the procedural issues, relevant stages and deadlines of the competition to be held for participation in international mobility (hereinafter referred to as the Exchange Program) within the framework of the exchange educational program by students and academic/administrative staff of the Georgian Technical University (hereinafter referred to as the University), and establishes the rights and obligations of the participants in the competition.
2. For the purposes of this rule, an exchange program is defined as - Erasmus+ program - International Credit Mobility (ICM) for university students and academic/administrative staff and is implemented within the framework of a partnership (inter-institutional) agreement concluded between the university and European (associated/programme countries) universities, as well as a program implemented on the basis of a cooperation (bilateral) agreement concluded between the university and a higher education institution of a foreign country.
3. For the purposes of this rule, the administrative staff of the university is defined as administrative officials defined by the Law of Georgia on Higher Education and the University Charter, as well as support staff, while the academic staff includes both the academic and teaching staff of the university, as well as invited professors and teachers.
4. This rule is mandatory for all persons participating in the planning and implementation of the exchange program.
5. The procedures established by this Rule are transparent and information about each of its stages is open, accessible and easily understandable to interested parties.
6. The University's Department of International Relations administers the selection process for candidates to participate in the exchange program.

Article 2. Purpose of the competition

1. The purpose of the competition is to select university students and academic/administrative staff to participate in the exchange program for the purpose of studying/teaching/internship at a receiving partner higher education institution, in accordance with the terms and conditions specified in the relevant inter-institutional bilateral agreement.
2. The list of partner universities in relevant scientific areas for the Erasmus+ program, as well as for programs implemented on the basis of a bilateral cooperation agreement concluded between the university and a higher educational institution of a foreign country, is provided on the GTU website (<https://gtu.ge/dir/erasmus.php>, <https://gtu.ge/dir/Partners.php>).

Article 3. Conditions for participation in the competition

1. The following can participate in the competition:

- a) A student of all levels of higher education at the university (bachelor's, master's, doctoral) who has an active status at the time of submitting a competitive application and meets the conditions established by these rules.
- b) Academic/administrative staff of the university who are university staff at the time of submitting the application and whose employment contract does not expire during the period of implementation of the exchange program.

2. Participation in the exchange program for the purpose of study is allowed for:

- a) At the undergraduate level, including the 4th - 7th semesters;
- b) At the master's level, including the 2nd - 3rd semesters;
- c) At the doctoral level, including the 2nd - 5th semesters.

3. Participation in the exchange program for the purpose of internship is allowed:

- a) at the undergraduate level, including the 4th - 8th semesters;
- b) at the master's level, including the 2nd - 4th semesters;
- c) at the doctoral level, including the 2nd - 6th semesters.

4. Applications from students whose GPA is less than 2.20 or whose internal university testing score in a foreign language is less than 51 points will not be considered for the competition.

5. The following cannot participate in the competition announced within the framework of the Erasmus+ exchange program:

- a) a student of any level who has already received an Erasmus+ grant at the same level and whose mobility period, including planned mobility, exceeds 12 months;
- b) a student with academic debt;
- c) a student who has already participated in mobility and has not fulfilled the obligations assumed under the relevant agreement and/or has not/could not submit a document recognizing the credits received at the receiving university to the relevant faculty of the university in accordance with the established procedure;
- d) A student/academic/administrative staff member who has already participated in mobility and has not fulfilled the obligations assumed under the relevant agreement and/or did not submit a mobility report on the completed mobility to the Department of International Relations in accordance with the established procedure.

Article 4. Competition Commission

1. The competition commission for selecting candidates within the framework of the exchange program is approved by order of the Rector of GTU.
2. The composition of the competition commission should, as a rule, include:
 - a) Vice-Rector - Chairman of the Commission;
 - b) Head/Representative of the University's Quality Assurance;
 - c) Head/Representative of the Educational Process Management Service;
 - d) Head/Representative of the Student Self-Government;
 - e) Head/representative of the Department of International Relations;
 - f) Head/representative of the relevant structural unit (faculty, administrative department, independent scientific-research (institute, center, etc.) unit (hereinafter referred to as the Institute));
 - g) Head/representative of the Legal Support Department;
 - h) If necessary, an invited member.

Article 5. Announcement of the competition

1. Based on a written application from the Head of the Department of International Relations, the University Rector issues an order announcing the competition and approves the competition commission for each selection stage.
2. Within the framework of the exchange program, in accordance with existing agreements, the university announces a competition in two stages, for Erasmus+ international mobility planned for the spring and/or fall semesters, respectively. It is possible to announce a competition for the entire academic year.
3. The competition for mobility in the spring semester is held in November, and for mobility in the fall semester in April. The deadlines for the competition announced for the entire academic year are determined individually, taking into account the deadlines for the mobility to be implemented.
4. Information about the competition within the framework of the Erasmus+ program will be posted on the university's website (<https://gtu.ge/dir/erasmus.php>).
5. The Department of International Relations of GTU ensures the provision of information about ongoing competitions to the heads of the university's faculties, institutes, and other structural units.
6. The University's Department of International Relations provides interested candidates with regular consultations related to application procedures in accordance with the schedule published on the University's website (<https://gtu.ge/dir/>, <https://gtu.ge/dir/erasmus.php>) and determines the person authorized for consultation.
7. The competition announcement will include the name of the receiving university, information about grant quotas, a list of areas/programs determined for the competition, and competition deadlines.
8. Information on the competition conditions, application procedures, relevant documentation and deadlines related to the exchange program project announced within the framework of bilateral agreements will be presented in the competition application for the relevant project, in accordance with the instructions of the project coordinator.
9. The dates related to the competition procedures may be changed in accordance with the requirements of the coordinating university of a specific project (the university of the Erasmus+ program country) or taking into account weekends and holidays.

Article 6. Documents for participation in the competition

1. The list of documents required for participation in the competition, as well as the relevant forms, are posted on the university's website (<https://gtu.ge/dir/erasmus.php>).
2. To participate in the competition, the student must submit the following documents in English:
 - a) An individual learning agreement completed in agreement with the head of the quality assurance service of the relevant faculty and confirmed by the signatures of the applicant and the dean;
 - b) Copy of ID card/passport;
 - c) Certificate of student status, indicating year/level of study and language of instruction;
 - d) Completed application form;
 - e) EUROPASS CV.
 - f) Motivation letter. The motivation should be well-founded and structured, with a clear presentation of the goals, expected results, and benefits of how the knowledge acquired in the field will be used.
 - g) A certificate/certificate confirming knowledge of the language of the educational program (at least B2 level) that the applicant has received education or is studying in the relevant foreign language program. In the absence of such, the applicant will take an internal university test in the relevant foreign language at the university's examination center;
 - h) Transcript of records, indicating GPA;
 - i) Letter of recommendation, indicating the contact information of the recommender and the date of issuance of the recommendation for this competition;
 - j) If available, a certificate issued by the relevant agency stating that the applicant is: socially vulnerable, with special needs, a representative of a national minority (participant of the so-called "1+4 educational program") or an internally displaced person, if necessary, translated into English and notarized;
 - k) Higher education diploma and diploma supplement (if any) obtained at the previous level or academic certificate;

- l) Higher education diploma and diploma supplement (if any) obtained at the previous level or academic certificate;
- m) Additional information about the applicant (participation in conferences, sports, self-creativity and other student events);
- n) Letter of support from a professor at the receiving university from the relevant administrative unit for doctoral students, as well as for students wishing to be mobile for the final year of their bachelor's and master's studies/internship (an official document is not required. Consent received by e-mail is sufficient).

3. To participate in the competition, academic/administrative staff must submit the following documents in English:

- a) A duly completed draft mobility agreement, signed by the applicant and endorsed by the head of the relevant structural unit (according to service subordination);
- b) Copy of ID card/passport;
- c) Completed application form;
- d) EUROPASS CV.
- e) Motivation letter. The motivation should be well-founded and structured, with a clear presentation of the goals, expected results and benefits. The motivation letter should clearly state the work to be performed at the receiving university (a written work plan) and its importance.
- f) In accordance with the requirements of the host university, a certificate/certificate confirming knowledge of the language of instruction of the educational program/course or the working language of the event/events to be held (at least B2 level) that the applicant has received higher education in the relevant foreign language program or has given lectures in the relevant foreign language. In the absence of such, the applicant will take an internal university test in the relevant foreign language at the University's Examination and Electronic Learning Resources Center.
- g) A letter of recommendation, indicating the recommender's contact information and the date the recommendation was issued for this competition;
- h) Higher education diploma and diploma supplement (if any) or academic certificate;

- i) Additional information about the contestant (participation in conferences; publications; inventions; participation in grant projects; activities carried out in the direction of internationalization; activities related to the organization of public, educational-scientific and creative events at the university, activities determined by non-official obligations, etc.)
 - j) Employment certificate, which will include information about the academic/administrative position held by the applicant at the university (full-time or contract employee of the university) and the terms;
 - k) For a person with special needs - a certificate issued by the relevant agency, if necessary, translated into English and notarized.
4. An applicant may apply to a maximum of 2 coordinating universities in a competition announced in one academic semester. His/her nomination will be sent only to the coordinating university to which the applicant gives priority from these two universities during the interview with the commission or by written notification. After being nominated to the chosen university, his/her candidacy/application will no longer be considered for nomination to another university in a competition announced in the same academic semester.
 5. The applicant must submit the documents required for participation in the competition electronically, in the form of PDF files, via e-mail: erasnusplus@gtu.ge. Each document must be named as follows: Name_Surname of the contestant Document name (in English).
 6. If the applicant submits the above-listed documents incompletely or improperly, his/her application will not be considered for the competition.
 7. The field of the educational program specified in the application submitted by the applicant must correspond to the priority educational areas defined in the inter-institutional agreement signed with the host university.

Article 7. Receiving applications and consultations

1. For international mobility planned for the spring semester, the deadline for submitting application documents is October 31/November 5.

2. The deadline for submitting application documents for international mobility planned for the autumn semester is March 31/April 5.
3. Additional detailed information regarding the announced competition, information about the competition conditions, types and deadlines of the proposed international mobility will be periodically published on the university website.
 4. The University's Department of International Relations provides regular consultations related to application procedures for interested applicants in accordance with the schedule published on the GTU website (<https://gtu.ge/dir/>, <https://gtu.ge/dir/erasmus.php>) and determines the person authorized for consultation.
5. The consultation deadlines are:
September - November (for spring semester mobility);
February - April (for autumn semester mobility).

Article 8. Testing

1. For applicants who have not submitted an appropriate certificate of proficiency in the language of the educational program (at least B2 level) in their application or are not studying in the relevant foreign language educational program or have not submitted a document stating that they have received higher education in the relevant foreign language program or have given lectures in the relevant foreign language, an internal university test in the relevant foreign language will be conducted at the university's examination center.
2. Applicants will be notified individually about the testing dates via e-mail or other contact information provided in the application.
3. Applications from applicants who score 51 or more points as a result of the testing will be considered for the competition.

4. The university testing result is valid for 2 years (no more than 2 years should have passed since the testing at the time of submitting a new application).

Article 9. Conducting a competition

1. The sorting of applicants' documents for submission to the selection committee must be completed no later than November 16 (for spring semester mobility) and no later than April 16 (for autumn semester mobility).

2. The commission must complete the review of the applicant's documents and interview by November 20 (for spring semester mobility) and April 20 (for fall semester mobility).

3. Student contestants are evaluated according to the following criteria: 3.1. GPA (1-5 points):

- a) 5 points - 3.90 - 4.00;
- b) 4 points - 3.70 - 3.89;
- c) 3.5 points - 3.40 - 3.69
- d) 3 points - 3.10 - 3.39;
- e) 2 points - 2.80 - 3.09;
- f) 1.5 points - 2.50 - 2.79;
- g) 1 point - 2.20 -2.49.

3.2. Certificate/certificate/test result confirming foreign language proficiency in accordance with the requirements of the receiving university (1-5 points):

- a) 5 points - international certificate confirming foreign language proficiency (TOEFL, IELTS, Goethe - Zertifikat B2, DELF/DALF, TYS, PLIDA, DELE);
- b) 4.5 points - university testing result in the relevant foreign language from 91 to 100 points;
- c) 4 points - university testing result in the relevant foreign language from 81 to 90 points;
- d) 3 points - university testing result in the relevant foreign language from 71 to 80 points;
- e) 2 points - university testing result in the relevant foreign language from 61 to 70 points;
- f) 1 point - university testing result in the relevant foreign language from 51 to 60 points.

3.3. Participation in mobility programs funded by the European Union:

The total competition score of a candidate who has previously received grant(s) under EU-funded mobility programmes within the 2 years prior to the date of submission of the application will be deducted by one point for each mobility used.

3.4. Additional information (1 point):

Additional information is provided about participation in conferences, educational-scientific and other student events, sports/cultural-creative activities – 1 point.

3.5. Results of the interview with the selection committee (1-5 points).

The interview will assess the candidate's motivation and presentability:

- a) The answers to the questions are correct, demonstrating thorough knowledge of the issue. The reasoning is complete and convincing. Information about the activities planned at the host university is presented exhaustively. Professional terminology is used correctly - 5 points;
- b) b) The answers to the questions are at a good level, but lack convincingness. The reasoning is at a good level. Professional terminology is used quite well - 4 points;
- c) The answers to the questions are satisfactory, although imperfect. The reasoning, using professional terminology, is at a satisfactory level - 3 points;
- d) The answers to the questions are incomplete and unconvincing. The reasoning contains flaws. Errors are made in the use of professional terminology - 2 points;
- e) The answers do not fully correspond to the questions asked. The reasoning uses professional terminology and contains many shortcomings - 1 point.

4. The evaluation of academic/administrative personnel participating in the competition is carried out according to the following criteria:

4.1. Certificate/certificate/test result confirming foreign language proficiency in accordance with the requirements of the receiving university (1-5 points);

- a) 5 points - international certificate confirming foreign language proficiency (TOEFL, IELTS, Goethe - Zertifikat B2, DELF/DALF, TYS, PLIDA, DELE);
- b) 5 points - education in the relevant foreign language;
- c) 5 points - experience in teaching a foreign language course;

- d) 5 points for experience working on university foreign language documentation/documentation confirming work on international projects, issued by the project coordinator (with a description of relevant activities in the project) (in the case of administrative personnel);
- e) 4.5 points - university testing result in the relevant foreign language from 91 to 100 points;
- f) 4 points - university testing result in the relevant foreign language from 81 to 90 points;
- g) 3 points - university testing result in the relevant foreign language from 71 to 80 points;
- h) 2 points - university testing result in the relevant foreign language from 61 to 70 points;
- i) 1 point - university testing result in the relevant foreign language from 51 to 60 points.

4.2. Participation in Erasmus+ exchange programs at GTU during the last 2 years, for this competition (from -5 to 5 points):

- a) 5 points - for the first time;
- b) Maximum -5 points - used mobility in the announced competition within 2 years prior to submitting the application. One point is deducted for each mobility used.

4.3. Additional information (1 point):

Additional information is provided regarding activities such as participation in conferences; publications; inventions; participation in grant projects; activities carried out in the direction of internationalization; activities related to the organization of public, educational-scientific and creative events at the university, activities determined by non-official obligations, etc.

4.4. Results of the interview with the selection committee (1-5 points). The interview assesses the candidate's motivation and presentability:

- a) The discussion of the work plan submitted in the application is complete and convincing. Information about the activities planned at the host university is provided in a comprehensive manner. Professional terminology is used correctly. Answers to the questions asked are correct, demonstrating thorough knowledge of the issue - 5 points;
- b) The discussion of the work plan presented in the application is at a good level. Professional terminology is used quite well. The answers to the questions are at a good level, but lack persuasiveness - 4 points;

- c) The discussion of the work plan presented in the application is at a satisfactory level, using professional terminology. The answers to the questions are satisfactory, but imperfect - 3 points;
 - d) The discussion of the work plan presented in the application contains many shortcomings. There are errors in the use of professional terminology. The answers to the questions are incomplete and unconvincing - 2 points;
 - e) The discussion of the work plan presented in the application contains many shortcomings in the use of professional terminology. The answers do not fully correspond to the questions asked - 1 point.
5. If the applicant's interview result with the commission is 0 points, his/her candidacy will no longer be considered for the competition.
6. The interview process will be recorded in the form of a video recording, information about which will be provided to each participant in advance.
7. In case of equal results, preference will be given to:
- a) an applicant who is socially vulnerable, has special needs, is a representative of a national minority (participant of the so-called "1+4 educational program") and/or is an internally displaced person, upon presentation of appropriate documentation;
 - b) Applicants who have not previously received grants under the Erasmus+ mobility programmes funded by the European Union.
8. The criteria for evaluating a contestant may be determined by the project coordinator (receiving) university, at the request of the project coordinator, if the criteria do not contradict the university's regulations.
9. The receiving partner university can determine its priorities regarding the study course within the framework of the inter-institutional agreement (in the case of the Erasmus+ program).
10. The receiving partner university can determine its priorities regarding the course of lectures to be delivered within the framework of the inter-institutional agreement (in the case of the Erasmus+ program).
11. The receiving partner university can define the target group based on the activities to be carried out during the mobility period.
12. If the target group is an employee of the Department of International Relations, whose activities are directly related to the preparation and implementation of exchange projects at the university, in

the interests of the project, the Head of the Department recommends him/her for nomination to the receiving partner university through direct nomination, in agreement with the Chairman of the Commission.

Article 10. Competition results

1. The competition results represent a ranked list of selected applicants based on their scores.
2. To obtain an individual mobility grant, the applicants ranked accordingly (according to the list) will be nominated to the partner university.
3. The results of the competition will be notified to the applicants individually by e-mail specified in the competition application.

Article 11. Procedure for appealing the competition results

1. The applicant has the right to appeal the decision of the competition commission within 24 hours of being notified of the competition results.
 2. The appeal statement is written in the name of the Appeal Commission and the signed statement is submitted electronically or in hard copy to the Department of Records.
 3. For the purpose of reviewing the appeal, an Appeal Commission is established by order of the Rector.
 4. The Appeal Commission consists of 3 members, who cannot be members of the Competition Commission.
5. The Appeals Commission shall consider the received complaint within 1 day. The decision shall be made by a majority vote and shall be recorded in the minutes of the Appeals Commission.
6. The decision of the Appeals Commission shall be sent to the appellant at the e-mail address specified in the application form.

7. Within 3 days of the expiration of the appeal period, the Department of International Relations, taking into account the decision of the Appeals Commission, sends the relevant ranked list of nominees, along with the required documentation, to the receiving university.

Article 12. Regulations related to participation in the exchange program

1. A university student participating in an exchange program continues his studies at the partner higher education institution in accordance with the rules established by the legislation of the relevant country.
2. A student participating in an exchange program retains the status of an active student at the university during the exchange program and is not exempted from paying tuition fees during this period.
3. The tuition fee for a student participating in an exchange program is determined in accordance with the educational/research components to be completed at the partner university, based on an individual study agreement.
4. Based on the submission of the Dean of the relevant faculty, an order of the University Rector will be issued regarding the participation in the student exchange program, indicating the program period, the name of the partner university, and the number of credits/research components to be completed by the student.
5. The recognition of the educational/research components completed at the partner university by a student participating in the exchange program is carried out by the relevant faculty in accordance with the rules established at the university.
6. Academic/administrative personnel participating in the exchange program participate in the exchange program on the basis of an order of the University Rector on a business trip. In order to issue an order, academic/administrative personnel are obliged to submit a business card to the University Rector no later than 10 days prior to departure, along with a corresponding invitation letter translated into Georgian and other necessary documentation.
7. The student/academic/administrative staff participating in the exchange program is obliged, no later than 30 days after the end of the exchange program, to submit to the Department of International

Relations a report on the implemented mobility in electronic form, in Georgian and English, with relevant photographs, in accordance with the attached forms (Appendix 1, Appendix 2).

8. The Department of International Relations is authorized to organize a public discussion of the submitted report/reports at the university/relevant faculty.