

RULES OF THE COMPETITION FOR STUDENTS OF THE GEORGIAN TECHNICAL UNIVERSITY TO PARTICIPATE IN INTERNATIONAL MOBILITY WITHIN THE FRAMEWORK OF THE INTERNATIONAL EXCHANGE PROGRAM

1. Scope of Regulation

1. This rule regulates the procedural issues, relevant stages and deadlines of the competition to be held for students of the Georgian Technical University (hereinafter - GTU) in order to participate in international mobility (hereinafter - the exchange program) within the framework of the international exchange program, and establishes the rights and duties of the participants in the general mobility competition.
2. This rule is mandatory for all persons involved in the process of planning and implementing international mobility.
3. The procedures established by this rule are transparent, and information about each of its stages is open, accessible and easy for interested parties to understand.

2. Purpose of the Competition

- The purpose of the competition is to select bachelor's, master's and doctoral students for international mobility studies at the host partner higher education institution (HEI) (including the HEI of the country of the Erasmus+ program) in accordance with the conditions specified in the appropriate inter-institutional (e.g. within the Erasmus+ program) and/or bilateral (e.g. within the framework of the mutual cooperation agreement signed between GTU and any HEI) agreement.
- The list of partner universities with relevant scientific directions for the Erasmus + program is available on the website (www.gtu.ge/erasmus+).
- Information about the terms of the competition, application procedures, appropriate documentation and deadlines related to the exchange program project announced under the bilateral agreement will be provided in the competition application of the relevant project, in accordance with the instructions of the project coordinator.

3. Competition Commission

- The composition of the competition commission for the selection of applicants under the exchange program is approved by the Rector of GTU.
- As a rule, the commission should include:
 - Vice-Rector - Chairman of the Commission;
 - Head / Representative of the GTU Quality Assurance Service;
 - Head / Representative of the Department of Educational Process Management;
 - Head of Student Self-Government;
 - Head / Representative of the Department of International Relations;
 - Dean / representative of the relevant faculty;
 - Head / Representative of the Legal Support Department;
 - Invited member if necessary.

4. Announcement of the Competition

1. As part of the exchange program, in accordance with existing agreements, the competition at GTU is announced in two stages, respectively, for the ERASMUS+ international mobility, scheduled for the spring or autumn semester.
2. The International Mobility competition scheduled for the spring semester will take place in November, and the international mobility competition scheduled for the fall semester will take place in April.

Note: The deadlines related to the procedures for conducting the competition may be changed in accordance with the requirements of the specific project coordinator HEI (HEI of the ERASMUS+ program country) or taking into account weekends and holidays.

3. Information about the competition will be posted on the GTU website (www.gtu.ge), as well as on the following websites: <https://gtu.ge/Suss/Programms/>; <https://gtu.ge/erasmus+>.
4. The Department of International Relations of GTU provides information on current competitions to the heads of faculties, institutes and other structural units of GTU;

5. The Department of International Relations of GTU provides regular consultations related to application procedures for interested contestants in accordance with the schedule published on the website (www.gtu.ge/erasmus+) and determines the person authorized to consult.
6. The application for the competition must indicate the name of the host university, information about existing grant quotas, a list of areas/programs defined for the competition.
7. When submitting a competitive application, the applicant must be enrolled in GTU as a student with the active status of the corresponding degree program.
8. Mobility is permitted:
 - at the undergraduate program, including the 4th - 7th semesters;
 - at the master's program, including the 2nd - 3rd semesters;
 - At the doctoral program, including the 2nd - 5th semesters.

Note: Candidates wishing to participate in the competition can apply in the corresponding previous semester of the semester provided for mobility.

9. The following persons cannot participate in the competition:
 - A Student of any level during international mobility under the Erasmus+ program who has already received an Erasmus+ grant at the same level, and the period of his/her mobility, including planned mobility, exceeds 12 months;
 - A student who has already participated in mobility and did not fulfill the obligations under the relevant agreement and/or did not/could not submit the document of recognition of the credits received at the host university to the relevant faculty in the GTU;
 - A student with academic debt;
 - A student with a suspended status.

5. Documents for participation in the competition

1. The list of documents required for participation in the competition, as well as the relevant forms for the Erasmus+ program, are posted on the website (www.gtu.ge/erasmus+).

2. The following documents are required to participate in the competition:

- A copy of ID card/passport;
 - Notice about the status of the student, indicating the year/level of study and the language of study;
 - Completed application form (in English);
 - EUROPASS CV (in English);
 - A motivation letter (in English);
 - A certificate/notice confirming knowledge of the language of the educational program (if the contestant has received an education or is studying at the corresponding language program, the specified certificate/notice is no longer required);
 - A mark sheet with GPA (in English);
 - Individual training agreement drawn up in cooperation with the head of the quality service of the relevant faculty and confirmed by the signature of the applicant and the dean (in English)
 - Letter of recommendation with the contact information of the recommender (in English);
 - If available, a statement that the applicant is: socially disadvantaged, with special needs, a representative of a national minority (participant of the so-called "1+4 educational program") or a displaced person (in English);
- Diploma and the supplement (if available) on higher education received at the previous level, or academic certificate (in English);
 - Research plan (in English) (for doctoral students, as well as for final year undergraduate and graduate students, certified by the dean of the relevant faculty);
 - Additional information about the contestant (participation in conferences, sports, creative and other student events);
 - A letter of support from the professor of the host university/administrative unit (in English) (an official document is not mandatory; confirmation by e-mail is sufficient) (only for doctoral students, as well as final year undergraduate and graduate students).

3. A participant can apply for a maximum of 2 coordinating HEIs.

Note:

- The applicant must submit the necessary documents for participation in the competition electronically, in the form of PDF-files, via e-mail: erasmusplus@gtu.ge. Each document must be named as follows: contestant's name_surname_document name (in English);
- In case of incomplete or improper presentation of the above-mentioned documents by the applicant, his/her application for participation in the competition will not be considered;
- The area of the educational program indicated 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.

6. Acceptance of competitive documentation and consultations

- The deadline for submission of competitive documents for international mobility planned for the spring semester is October 31.
- The deadline for submission of competitive documents for international mobility planned for the fall semester is March 31.

Note:

- Additional detailed information about the announced competition - information about the terms of the competition, the types of international mobility offered and the terms will be published periodically on the GTU website.
- The Department of International Relations of GTU provides consultations related to the competition, including application procedures, for interested participants on the website (www.gtu.ge/erasmus+), in accordance with the published schedule, and determines the authorized person:
 - September-November (for spring semester mobility);
 - February-April (for fall semester mobility).

7. Testing

For those contestants who have not submitted the relevant certificate of proficiency in a foreign language in the application or are not studying according to the relevant educational program in a foreign language, internal university testing in the relevant foreign language will be conducted at the university examination center, respectively, until November 10 (for international mobility in the spring semester) or until April 10 (for international mobility in fall semester), according to the decision of the commission.

8. Conducting the competition

1. Sorting of contestants' documents for submission to the competition commission must be completed no later than November 1 (for spring semester mobility) or no later than April 1 (for fall semester mobility).
2. The committee must complete the review of the contestant's documents and the interview until November 20 (for spring semester mobility) or until April 20 (for fall semester mobility).
3. The evaluation of the contestant shall be carried out according to the following criteria:
 - 3.1. GPA (max. 4 points);
 - 3,56 – 4,00 – 4 points
 - 3,01 – 3,55 – 3 points
 - 2.56 - 3,00 – 2 points
 - 2,20 -2,55 – 1 point
 - 3.2. Certificate/reference/test result confirming knowledge of the teaching language of the educational program of the receiving university (max. 4 points);
 - International certificate confirming proficiency in a foreign language (TOEFL, IELTS, FCE, Goethe - Zertifikat B2, Deutsches Sprachdiplom (DSD); ALTE/CEFR) – 4 points;
 - Studying at a relevant foreign language educational program (reference) – 4 points;
 - The result of university testing in the relevant foreign language from 91 to 100 points – 3,5 points;
 - The result of university testing in the relevant foreign language from 81 to 90 points – 3 points;

- The result of university testing in the relevant foreign language from 71 to 80 points – 2,5 points;
- The result of university testing in the relevant foreign language from 61 to 70 points – 2 points;
- The result of university testing in the relevant foreign language from 51 to 60 points – 1 point;

3.3. EUROPASS CV (max. 2 points);

- The resume details the applicant's skills, work experience, education and other business information – 2 points;
- The resume does not fully describe the applicant's skills, work experience, education and other business information – 1 point.

3.4. Letter of motivation (max. 2 points);

- Motivation is grounded and structurally sound, with a clear presentation of goals, expected results and benefits – 2 points;
- Motivation is not clearly established and it is not clear how to use the knowledge gained in this field – 1 point;

3.5. Letter of recommendation (1 point);

3.6. Additional information (0-1 point).

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

3.7. Interview results (max. 4 points).

- Communication skills - 1 point;
- Ability to present yourself/university/country - 1 point;
- Motivation - 1 point;

- Demonstration of knowledge and skills necessary for successful inclusion in the relevant educational program - 1 point.

Note: In the case of identical data, preference will be given to:

- a participant who is socially vulnerable, with special needs, a representative of a national minority (a participant in the so-called "Educational Program 1+4") and/or a internally displaced person, in case of submission of appropriate documentation.
- Contestants who have not previously received grants under the Erasmus+ mobility programs funded by the European Union.
- The final competition point of a participant who has already received a grant(s) under EU-funded mobility programs will be deducted one point for each mobility used by him/her.
- If the applicant's GPA is less than 2.20 or the result of university testing in a foreign language is less than 51 points, his/her application will not be considered competitive.
- The interview process is recorded as a video recording.
- The host partner institution of higher education can determine its priorities for the training course within the framework of an interdepartmental agreement (in the case of the Erasmus+ program).

9. Competition results

- The results of the competition are a ranked list of the participants in accordance with the points received.
- In order to obtain an individual grant, the correspondingly ranked contestants (according to the list) will be nominated for the partner institution of higher education.
- The participants will be notified of the results of the competition individually by e-mail specified in the application for the competition.

10. Procedure for appealing the results of the competition

- The participant has the right to appeal the decision of the competition commission within 24 hours after the announcement of the results of the competition.
- The appeal application is drawn up in the name of the Chairman of the competition commission, and the signed application is sent electronically to the Department of International Relations.
- An appeal commission is also created to consider an appeal by the Rector's order specified in the first paragraph of Article 3 of this rule.
- The Appeal Commission consists of 3 members who cannot be members of the competition commission.
- The Commission will consider the received complaint within 1 day. The decision is made by a majority vote and is drawn up by the protocol of the appeal commission.
- The decision of the appeal commission is sent to the appellant at the e-mail address specified in the application form.
- Within 3 days after the deadline for filing an appeal, the Department of International Relations sends the corresponding updated ranked list of candidates along with the requested documentation to the host University.