

## **International Design School of the LEPL Georgian Technical University.**

### **Provision**

on conducting a creative tour (interview) for the bachelor's English-language educational programs in "Design" and "Architecture.”

#### **Article 1. Scope of Regulation**

1.1. This provision regulates the rules and conditions for conducting a creative tour (interview) for the English-language undergraduate educational programs of "Design" and "Architecture" at the International Design School of the LEPL Georgian Technical University (hereinafter - GTU).

1.2. This provision is based on the Law of Georgia "On Higher Education," Order No. 19/N of the Minister of Education and Science of February 18, 2011, "On Approving the Regulations for Conducting Unified National Exams and the Rules for the Distribution of State Training Grants," and other normative acts and individual administrative-legal acts issued by the GTU management bodies (managing entities).

#### **Article 2. Definitions of Terms**

The terms used in this provision have the following meanings:

- a) Creative tour (interview) – an additional requirement for admission to the English-language undergraduate educational programs of "Design" and "Architecture" of the International Design School of GTU, the purpose of which is to determine the creative skills of the applicant;
- b) Applicant - a person who wishes to pursue studies in the English-language undergraduate educational programs of "Design" or "Architecture" at the International Design School of GTU and registers for a creative tour (interview) following the procedure established by this regulation;
- c) Interview Commission (hereinafter - the Commission) - a commission formed by order of the GTU rector, which ensures the conduct of a creative tour (interview) and evaluation of applicants;
- d) Claims Commission - a temporary commission created by order of the GTU rector to review the claims submitted after the creative tour (interview).

#### **Article 3. Administration of Creative Tour (Interview) Process**

3.1. Based on the order of the GTU rector, an interview commission (consisting of at least

five members) is formed to conduct a creative tour (interview).

- 3.2. The interview commission members should be experts/specialists with relevant experience.
- 3.3. The creative tour (interview) assesses the applicants' creative skills potential, as reflected in the corresponding evaluations ("Pass" or "Fail").
- 3.4. The interview commission must evaluate the works presented by the applicants following the principles of fairness and objectivity and submit the list of applicants to the GTU rector, indicating the final evaluation results ("Pass" or "Fail").
- 3.5. The list of applicants will be forwarded to the National Assessment and Examinations Center, the Education Management Information System, or the University's International Relations Department within the time limit set by the legislation.
- 3.6. The deadlines and additional conditions for conducting the creative tour (interview) are determined by order of the GTU rector.
- 3.7. Creative tour (interview) is free of charge for applicants.

#### **Article 4. Creative Tour (Interview) Registration, Conducting Form and Evaluation System**

- 4.1. Applicants wishing to study in the English-language undergraduate educational programs "Design" and "Architecture" at the International Design School of GTU must register on the School's website, <https://gtu.ge/ids-en/>, to participate in a creative tour (interview).
- 4.2. The applicant must present:
  - a) Original and copy of ID card/passport;
  - b) Letter of motivation in English, justifying why they wish to study in a specific program;
  - c) Portfolio (works).
- 4.3. The portfolio may include works from the following categories:
  - a) Traditional art: painting, freehand drawing, technical drawing, illustration, composition, sketch or photography;
  - b) Physical samples: sculpture, models, handicrafts, and other physical products;
  - c) Digital art: renderings, websites, applications, games, or other digital products;
  - d) Multimedia: videos, films, animations or other media.
- 4.4. The applicant can present works from different categories specified in clause 4.3 of this article. A maximum of 5 works can be submitted in each category.
- 4.5. If the applicant presents collaborative work, authorship or partial authorship must be

indicated, specifying which elements (freehand or technical drawing, text, rendering, subject sample, fragment, photographic material, etc.) were created by the applicant. Plagiarism will result in disqualification.

4.6. Works can be presented in physical (tangible) or digital form. Digital files must be on a digital media (USB) in presentation, photo or video format, labeled with the applicant's name, surname and serial number of the file.

4.7. One member of the interview commission photographs physical (tangible) works for the School's archives, returning originals to the authors.

4.8. Portfolio evaluation criteria:

a) Traditional art (painting, freehand drawing, technical drawing, illustration, print, composition, sketch or photography): originality, expression, flexibility, thinking out of the box and potential for prospective development;

b) Physical samples (sculpture, models, handicrafts and other physical products): aesthetics, technical execution, imagination, completeness and idea generation potential;

c) Digital art (renderings, other samples from the digital sphere, such as websites, applications, games or other digital products): mastery of tools and techniques, software knowledge, understanding of layers, textures, lighting and other elements of digital art, originality and innovation;

d) Multimedia (videos, films, animations or other media): storytelling, emotion, construction principles, performance technique, style, creativity and refinement potential;

4.9. Each Interview Commission member evaluates applicants based on the components of the motivational letter and portfolio, assigning appropriate assessments ("Pass" or "Fail").

4.10. The Interview Commission makes the final evaluation by majority vote;

4.11. A negative evaluation ("Fail") results in disqualification from the program.

4.12. The applicant must attend the creative tour (interview) following the registration schedule with the required documents. Non-appearance at the creative tour (interview) results in disqualification.

## **Article 5. Publication of the Creative Tour (Interview) Results and Claim Application**

5.1. The final results of the creative tour (interview) will be published on the day of the end of the interview in a prominent place in the building of the International Design School of GTU and posted on the official website.

5.2. Claim applications regarding the creative tour (interview) results are accepted within 2 (two) working days of publication.

5.3. The claims commission, created by order of the GTU rector, reviews applications within 1 (one) working day and informs the applicant of the final decisions.

#### **Article 6. Final Provisions**

6.1. The regulation is effective upon approval by the Academic Council of GTU.

6.2. The regulation becomes invalid upon approval of a new regulation.