

Procedure of University Students, Academic and Administrative Personnel's Participation in International Exchange Programs

The goal of the procedure

The goal of the Procedure of University Students, Academic and Administrative Personnel's Participation in International Exchange Programs (hereinafter –“the procedure”) is to provide participation of Akaki Tsereteli State University students, academic and administrative personnel in international exchange projects and programs.

1. Responsibility for implementing the procedure

The Foreign Affairs and Strategic Development Office is responsible for implementing the procedure and coordination of works, for which it cooperates with the University administration, faculties and other structural units.

2. Rules and terms for the implementation of the procedure

Involvement of the university students, academic and administrative personnel in international exchange programs take place through an open competition.

The rules of the contest are determined by the international organization / project management body implementing the exchange program, while the Foreign Affairs and Strategic Development Office ensures implementation of these rules and coordination of works.

The competition is open to:

- Bachelor's, Master's and PhD students of Akaki Tsereteli State University
- Academic staff of Akaki Tsereteli State University
- Administrative staff of Akaki Tsereteli State University

Usually the contest is announced for spring or fall semester unless other dates are determined by the program documentation.

Information about the contest is provided to the Marketing, Projects and Events Service, which publishes it through all university news channels.

The Foreign Affairs and Strategic Development Office conducts an information meeting with the academic personnel and students, including consultations on visa regulations and residence;

Submission of the contest documents by contestants to the Foreign Affairs and Strategic Development Office is carried out within the timeframe.

In accordance with the contest rules, contestants will present the following documents:

- Photocopies of diplomas;

- Transcript of Records (in Georgian and also notarized in English);
- Motivation letter;
- Language certificate
- A notice from the university, and the students who are going to get a degree, it's necessary to pass TOEFL or IELTS tests.
- CV (Europass format)
- A letter of recommendation issued by the professor (1 or 2) of the subject
- A letter of invitation from the host University (For PhD students, post-doctorates and personnel)

In addition to these documents it is mandatory to be submitted:

- Student Learning Agreement (LA)

In a separate column in the Learning Agreement is written a list of courses that are available in the home university, in the second column are university courses in the host university (minimum convergence of 15 credits per semester). The Learning Agreement is signed by the Head of the Foreign Affairs and Strategic Development Office and the Dean of the Faculty.

The Learning Agreement is drawn up before mobility. During mobility it is possible to modify it if any of the courses changes.

After the return of the student, the education he gained is recognized by the LEPL - National Center for Educational Quality Enhancement (hereinafter - the Center), in accordance with the international agreements of Georgia, Georgian legislative and subordinate normative acts and the Order No. 98 / N approved by the Minister of Education and Science of Georgia in October 1, 2010 "Rule of Confirmation of Validation of Educational Documents Issued in Georgia and Recognition of Foreign Education" (<http://eqe.ge/geo/static/101/Recognition-of-Education/validation>). After the recognition of the education received, it will be reflected in the diploma supplement.

As for the PhD students and academic staff:

- Research plan (For PhD students and post-doctorates) - survey plan is examined by the host university;
- Academic and administrative staff - work plan, which is examined by the host university.
- After returning, academic personnel and a doctoral student report on the experiences gained and the results achieved.

The Foreign Affairs and Strategic Development Office is responsible for organizing a foreign language exam together with the Language Center, sending the contest documentation to the partner university that selects the best candidate based on the submitted documentation.

Similar procedures apply to students who come with the exchange program to Akaki Tsereteli State University.

1. Evaluation / Reporting

Once a year, the Service prepares a report on the activities that are based on:

- Number of exchange students;
- Number of exchange programs;
- Setting ways to evaluate and improve the existing situation

The report will be submitted to the Rector of the University.