

**The Administrative Provisions and Procedures of Educational Exchange Program,  
Applicable to Ilia State University Students**

**1. Information Posting**

1. The information regarding the exchange education program requirements, procedures and terms shall be posted on the University website.
2. Information on the current competition shall also be disseminated through “Argus”, e-mail and social networks. The Office of Foreign Relations shall regularly hold informational meetings, using the methods mentioned above.
3. The candidates interested in participating in the University administered exchange education program are obliged to comply with the competition requirements, procedures and terms. No change can be made in the application form after the end of the competition.

**2. Selection of Exchange Students**

**Terms and Conditions of Participation in the Competition**

**2.1. Each participant must meet the following requirements:**

- a. Each student must be enrolled at Ilia State University at a relevant degree level and have an active student status;
- b. Each candidate shall apply for the mobility of that degree level, on which they are studying during the application submission process. For example, an undergraduate student may not apply for mobility at the graduate level of study;
- b<sup>1</sup>. Each participant must submit all necessary documents, those stipulated in the University terms and conditions for the competition. The participant can select up to five host universities. The universities shall be listed according to priority (Addendum 8.10.2018).
- c) The following students are not eligible to participate in Erasmus + exchange program:
  - The first year undergraduates;
  - The final year undergraduates of Architecture Program (Amendment 8.10.2018);
  - Those who have already obtained Erasmus Mundus or Erasmus+ exchange program grant on the same level of study;
  - Mundus and Erasmus+ exchange programs and their mobility period, including planned mobility, exceed 12 months.
- d) In the case of MEVLANA exchange program, the following students are not eligible to participate:
  - The undergraduates with the GPA of less than 2.50 (average score - 77-80);
  - The graduates with the GPA of less than 3.00 (average score - 84-86);
  - The first-year undergraduates;
  - The first term master's students;
  - The final year undergraduates of Architecture Program (Amendment 8.10.2018);
  - The previous recipients of Mevlana exchange program scholarship.

**2.2.1. The Participation Prerequisites for the Final Year Students (Addendum 8.10.2018)**

**Bachelor's Degree:**

1. The student, whose future mobility period coincides with the final semester at his home university, along with other compulsory documents, shall submit a Bachelor's thesis research plan/proposal signed by the scientific supervisor selected at the home university. At the time of application submission, the student shall not have to seek a scientific supervisor at the host university.

#### Master's Degree:

2. For a student whose future mobility period coincides with his graduate/final semester at a home university, the terms and provisions for completion of scientific research component should be determined individually, based on the requirements of the relevant project program and the concepts of the relevant educational program of the corresponding faculty/school at Ilia State University. At the same time, during the application, along with other compulsory documents, the student shall submit a master's thesis proposal/plan project, as well as the letter of consent of a scientific supervisor (from the host university) and a co-supervisor (from the home university).

3. Bachelor's degree/undergraduate and master's degree/graduate students are obliged to follow the terms and conditions for bachelor's/master's thesis, prescribed by the faculty/school. Defending the undergraduate/master's thesis remotely is not allowable.

### **2.2. Student Selection Procedure**

1. The Ilia State University Office of Foreign Relations shall coordinate students selection procedure for Ilia State University exchange programs.

2. After completion of the application process, the applicants are evaluated and nominated at the host university subject to the following stages and procedures:

- a. Application documents review - Ilia State University;
- b. Evaluation of the application documents - Ilia State University;
- c. Interview with the Committee - Ilia State University (in some cases with partner university);
- d. Nominating the candidates at the host university - Ilia State University;
- e. Final selection – the partner university;

3. The rules and procedures may be modified in accordance with the requirements of the particular partner university. At the request of the recipient university, the nomination of a particular candidate may be based on the official letter of the Rector of Ilia State University.

### **2.3. Stage I - Application Documents Review**

1. At this stage, the purpose of the evaluation is to determine the validity of each applicant's application. The received documents must comply with the competition requirements.

2. At this stage, the following features shall be reviewed:

- a. Whether all necessary documents are enclosed;
- b. Whether all necessary documents are compiled accurately;
- c. Compliance of academic level with academic direction;
- d. Compliance of foreign language competence with the competition requirements;
- e. Applicant's current semester /academic year;
- f. Prior experience of participation and duration at the same level in the exchange program;

3. Only comprehensive applications that include all compulsory documents shall be reviewed. It is inadmissible to send the required documents incompletely or gradually. In such a case, the candidate will be automatically removed from the competition.

An electronic application can be filled via Ilia State University e-mail. It is not permitted to fill out the

application using private and other emails, otherwise, the application shall not be reviewed (Addendum 8.10.2018).

4. The application documents shall not be reviewed until the end of the term for application submission, i.e. if a student submits an application incompletely, the student shall not be informed until the end of the first stage of the selection.

5. If a student finds a defect/fault in the application sent by him before the due date of the application submission, she/he shall notify the Ilia State University's Office of Foreign Relations and only afterward she/he may send the documents with regard to the terms of the current competition. In this case, the latest application shall be reviewed.

6. After the completion of the first stage of the assessment, the Office of Foreign Relations shall inform those students who fail to pass the second stage. Students shall receive the said information through Ilia State University e-mails.

#### **2.4. Stage II – Application Documents Evaluation**

1. The assessment of the valid applications, selected for the second stage, shall be conducted according to the prior requirements and based on the submitted documents.

2. The assessment must be made using 0-100 score scale in accordance with the following criteria:

<b>Distribution of Points</b>
<ul style="list-style-type: none"><li>• Foreign language proficiency_ 40 points</li><li>• Academic Performance _ 40 points</li><li>• Motivation, references, extracurricular activities - 20 points (Motivation Letter 15, reference/letters of recommendation and CV - 5)_</li></ul>

After the evaluation of the application documents, the applicants shall be ranked according to their total scores.

At the third stage of the assessment (interview), only the candidates with a total score of at least 70 shall be admitted.

4. For each competition and for the purpose of inviting candidates to interviews, the minimum score is determined for overall assessment, depending on the competition quotas and requirements, set by the partner universities. In accordance with the partner university requirements, the preference shall be given to the candidates whose major (major) program corresponds to the proposed academic field of the host university.

5. The Office of Foreign Relations shall inform students on the second stage assessment results. The information shall be sent to the e-mail address of Ilia State University.

#### **2.5. Stage III - Interview**

1. At this stage the best candidates shall be interviewed.

2. Interviews shall be conducted in a foreign language that is required by the host university.

3. Interviewing Committee comprises three members: two representatives of the Office of Foreign Relations and the professor nominated by the Faculties, or one representative from the Office of Foreign Relations and two professors nominated by the Faculties.
4. The highest score awarded for an interview is 30 points. Each member of the Committee independently evaluates the candidates and awards 10 points. The overall score is calculated by summing up the total scores granted.

Distribution of Points
•Interview Evaluation – 30 points

5. The final assessment of the student is determined by the total scores received at the second (evaluation of the documents) and the third (Interview) stages - the highest score is 130 points. After interviewing, the applicants are ranked according to the final assessment scores.
6. The Office of Foreign Relations shall inform students regarding the third stage assessment results. The said information shall be sent to the Ilia State University e-mails.

## **2.6. Stage IV - Nominating the Candidates at the Host University**

1. For selecting the students at the host university the following issues shall be taken into account:
  - a. Ranking candidates according to the final assessment scores\*;
  - b. The quotas and requirements set by the host university;
  - c. Priorities stipulated in the application forms of candidates during identification of the host university (Addendum 8.10.2018);
2. For the purpose of final selection, the Office of Foreign Relations shall send the list of nominees and reserve candidates, together with the application documents to the host university.
3. The Office of Foreign Relations shall notify both, the listed nominees and the reserve candidates on the preliminary results. The information will be sent to the Ilia State University's e-mail address.

### **\* Rules for selection of students with identical final assessment:**

- a. If the applicants have the same final assessment, the preference will be given to the student with social-economic and/or health problems (Amendment 8.10.2018);
- b. If the applicants have the same final scores and the circumstances envisioned by the Subparagraph A, the preference shall be given to the student with the higher score in the language competence (Amendment 8.10.2018);
- c. If the students with the similar final scores, are evaluated with the matching final score, the preference shall be given to the student with higher academic performance scores;
- d. If the students with the similar final assessment do not differ according to the mentioned criteria, they shall be interviewed again.

## **2.7. Stage V - Final Selection - Partner University**

1. The partner university shall select a final winner from the nominees, within the timeframes established by the partner university and inform the Office of Foreign Relations about the selected

students.

2. In case of receiving a positive response from the host university, the student is obliged to inform the Office of Foreign Relations, in writing within 3 working days, whether or not he/she agrees to participate in the exchange program at this particular university.

3. Even if a student is waiting for results from several host universities, he/ she is obliged to accept or decline the mobility in writing, within the 3 working days of receiving the admission letter. The Office of Foreign Relations shall contact the student through an e-mail and a phone. The violation of this term is perceived as a refusal and the possibility of mobility will be automatically granted to the next candidate in the reserve list.

## **2.8. The Rule for Appeals**

1. A Student has the right to appeal only against the assessment of the second stage. Oral interviewing results are not subject to appeal.

2. Within 3 days after the announcement of the results of the second stage, the student shall be entitled to appeal against the assessment. The contestant shall submit a letter of complaint addressed to the Head of the Office of Foreign Relations and submit it to the University Chancellery or send it to the following address: [info@iliauni.edu.ge](mailto:info@iliauni.edu.ge), as well as through Argus (Amendment 8.10.2018).

3. The following information shall be indicated in the statement:

- a. A student's name and surname;
- b. A student's personal number;
- c. A student's phone number and Iliauni e-mail address ;
- d. The name of the host university/universities;
- e. The content of the complaint.

4. Within 5 days after the receipt of the letter of complaint, the Office of Foreign Relations shall review the complaints and submit the final decision to the contestant in writing.

## **3. Scholarship**

1. The selected candidates of the university exchange program (Erasmus + and MEVLANA) will automatically receive appropriate scholarship and travel payment in accordance with preliminary tariff (see here: [Erasmus +, MEVLANA](#)).

2. The scholarship will be awarded by the host university. The rule of issuance of scholarship may differ from a rule of a particular university or the country regulations. The issues regarding the scholarship and travel expenses shall be agreed on/clarified with the host university, prior to mobility.

3. If necessary, the candidate may contact the Foreign Relations Service for further counsel and support with regards to communication with the recipient/host university.

## **4. The Administrative Provisions and Procedures of Educational Exchange Program, applicable to Ilia State University Students**

For the university procedures, applicable to exchange program students, please visit [the website](#).

## **5. Credits Recognition at Home University**

1. The selected student is obliged to prepare the Learning Agreement before leaving for the host university.
2. The Agreement with the home university is formed via the Office of Foreign Relations. Students must submit the completed agreement in MS Word format at [erasmusplus@iliauni.edu.ge](mailto:erasmusplus@iliauni.edu.ge). The Office of Foreign Relations shall agree on the subject of the Agreement with the corresponding Faculty and contact the student, who may then take the documents signed by the Dean. Following the arrival at the host university a student may change the list of pre-selected subjects, provided she/he shall send the completed page of the amendment to the Learning Agreement in the MS Word format to the above mentioned address. Once the faculty approves the said modifications, the Office of foreign Relations shall send the signed document electronically and/or an original copy via post, in case necessary.
3. After the student obtains a final version of the Learning Agreement signed by both parties, she/he is obliged to provide the Office of Foreign Relations with the final version of the document, electronically. The learning Agreement must be signed by the student, as well as home and host universities.
4. Upon her/his return to his /her home university, the credits obtained at the host university shall be recognized in accordance with the relevant regulations.

## **6. The Selected Students' Obligations**

### **6.1. The winner student shall:**

- a. Accept or decline the scholarship within 3 working days after receiving the admission letter from the host university and inform the Office of Foreign Relations in writing. In case his/her failure to respond within 3 days, the said scholarship shall be automatically revoked and granted to the next candidate according to the rank list;
- b. Comply with the terms and conditions stipulated in the Decree (N 10-03) in order to be granted an exchange student status at Ilia State University.
- c. In case of any amendment to the mobility terms at the host university, inform the Office of Foreign Relations in writing, and provide the relevant document issued by the host university;
- d. Attend a pre-departure orientation meeting;
- e. Prepare the Learning Agreement before departure and agree on any changes during mobility with the home faculty, via the Office of Foreign Relations. The student must provide a final, signed bilateral agreement to the Office of Foreign Relations;
- f. Follow the terms established by the host university and provide the necessary documents and information on time;
- g. Clarify/agree on the issues related to insurance, scholarship and the visa application procedures with the host university;
- h. Prepare an international passport;
- i. Make arrangements with the host university regarding the accommodation in the host country. Any modifications from Students side shall be approved in writing by the host university.
- j. Upon arrival, contact a local coordinator immediately and communicate with him/her regularly during mobility period; also follow the instructions given by the local coordinator;
- k. Comply with the host University terms for the commencement and ending of mobility, as well as the dates set for travel;
- l. Make prior arrangements with the local coordinator about the departure time and terms in the host country;

- m. After the completion of the mobility period and returning to his/her home university, the student shall appear before the Office of Foreign Relations and get informed about the following steps.
- n. After the completion of the mobility period and returning to his home university, prior to the commencement of the next semester, the student shall have his/her credits recognized following the established rules and procedures.
- o. In order to have his/her credits recognized, the student must present the academic transcript issued at the Host University and the final, mutually signed the Learning Agreement (the prepared page before mobility and amendment page modified during mobility, if any);
- p. In case a winner student declines a scholarship, he/she is obliged to notify the Office of Foreign Relations and the Host University before the commencement of mobility.

#### **7. Extension of Mobility Period at the Host University (Addendum 8.10.2018)**

The student, who undertakes single-term mobility, may continue his/her study at the host university, only within the scope of the zero grant program.

The zero grant implies mobility without scholarship, while a student retains the status of an exchange student and is exempt from paying the tuition fees both at the host and home universities.

## **Annex**

### **Proof of Language Proficiency**

#### **C1 Confirmation document/ Certificate:**

- C1 Internationally Recognized Certificate - 40 points
- C1 University Certificate - 40 points
- C1 University Certificate (C1 level of competition during the competition) - 39 points

#### **B2 Internationally Recognized Certificate:**

- TOEFL - 40 points  
(paper based PBT - 513 points or more; internet based iBT - 65 points or more; computer based CBT - 183 points or more)
- IELTS - 40 points  
(5.5 points or more)
- FCE
  - A - 40 points
  - B - 38 points
  - C - 36 points
- PTE
  - PTE pass with distinction and pass with merit - 40 points
  - PTE pass - 38 points
- Diploma certifying that the applicant has completed a corresponding foreign language program - 40 points
- Aptis (the British Council Certificate of English Language proficiency) - 35 points

#### **B2 University Certificate:**

- 100 - 91 points - 35 points
- 90 - 81 points - 32 points
- 80 points - 71 points - 29 points
- 70 - 61 points - 26 points
- 60 - 51 points - 23 points

#### **The university certificate of graduate/ postgraduate admission exams:**

- B2 - 35 points

#### **B2 University Certificate (the student is taking B2 course during ongoing competition)**

- B2.2 - 25 points
- B2.1 - 20 points



Other proof/certificate (Certificate issued by a local center):

- C1 - 35 points
- B2 - 30 points