



Legal Entity of Public Law

Ilia State University

Decree



Tbilisi

N 10-03
08/01/2016

On the Approval of the Administrative Provisions of the University Procedures, Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program.

Subject to the Paragraph 1 of the Article 22 of the Law of Georgia on Higher Education, and the Order N134 / N of September 11, 2013, approved by the Minister of Education and Science of Georgia; and the Paragraphs 1 and 6 of the Article 18 of the Statute of Ilia State University, and the Official Letter No. 83-35 of January 5, 2015, issued by the Head of Foreign Relations,

I hereby order to:

1. Approve the administrative provisions of the University Procedures, applicable to Bachelor's, Master's or Doctoral students, participating in the Ilia State University exchange program in accordance with the Addendum to this Decree.
2. For the purpose of granting the status of an exchange student, assign the Office Foreign Relations and faculties/schools to notify the participant and applicable students (taking part in the exchange program from the autumn semester of the 2015-2016 academic years) on the exchange program commencement and finish dates; provide additional information and information on the host university,.
3. Assign the University Public Relations Office to upload this Decree to the University website;
4. Assign the University Chancellery to introduce this Decree to those interested, in compliance with the public rule/law;
5. Assign the Information Technologies Service to inform the University students through “Argus”- the online electronic system of learning process management.
6. Assign the University Chancellery to provide the copies of this Decree to: the Faculties / Schools, the Rector's Office, the Head of Administration, the Administration Secretariat, the Development Office, the Department of Student Affairs, the Public Relations Office, the Quality Assurance Office, the Accounting Department, Tuition, Fees and Accounting Office, the Information Technologies Office, the Office of Foreign Relations, ARGUS Administration Central level Office, and the Legal Office.

Giga Zedania

Rector



Legal Entity of Public Law

Ilia State University

Decree



N 1019-03
11/05/2016

On the amendment to the Addendum of the Rector's Decree of January 8, 2016, on the Approval of the Administrative Provisions for the University Procedures Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program.

Subject to the Paragraph 1 of the Article 22 of the Law of Georgia on Higher Education, Article 63 of the General Administrative Code, and the Order N134/N of September 11, 2013 approved by the Minister of Education and Science of Georgia; and the Paragraphs 1 and 6 of the Article 18 of the Statute of Ilia State University, and the Official Letter No. 7237 of May 4, 2016, issued by the Head of Foreign Relations,

I hereby order to:

1. Amend the paragraph G of the Article 6 of Administrative Provisions for the University Procedures Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program approved by the Rector's Decree N10-03 of January 8, 2016. The said paragraph shall hereafter be and read as follows:

“G. The grant recipient students, who fail to collect or receive 30 credits per semester during the exchange program or 60 credits throughout the academic year, shall not pay additional credits /credits fees or semester tuition fees. They retain a study grant and can use it after the mobility period finishes.”

2. Apply the amendment stipulated in the Paragraph 1 of this Decree, to the applicants of the fall semester of 2015-2016 academic years exchange program, those already studying abroad or those who are planning to study in the future within the scope of an exchange program.

3. Assign the University Public Relations Office to upload this Decree to the University website;

4. Assign the University Chancellery to introduce this Decree to those interested in compliance with the public law;

5. Assign the Information Technologies Service to inform the University students through the educational process management electronic system “Argus”.

6. Assign the Deans of Faculties/Schools, the Foreign Relations Office and the Tuition, Fees and Accounting Office Decree to take control over this Decree.

7. Assign the University Chancellery to provide the copies of this Decree to: the Faculties/Schools, the Rector's Office, Deputies to the Rector, the Head of Administration, the Administration Secretariat, the Development Office, the Department of Student Affairs, the Public Relations Office, the Quality Assurance Office, the Accounting Department, the Tuition, Fees and Accounting Office, the Information Technologies Office, the Office of Foreign Relations, ARGUS Administration Central level Office, and the Legal Office.

Giga Zedania

Rector



Legal Entity of Public Law

Ilia State University

Decree



Tbilisi

N 1475-03
14/07/2017

On the amendment and the Addendum to the Rector's Decree N10-03 of January 8, 2016, on the Approval of the Administrative Provisions for the University Procedures Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program.

Subject to the Paragraph 1 of the Article 22 of the Law of Georgia on Higher Education, Article 63 of the General Administrative Code, and the Order N134 /n of September 11, 2013 approved by the Minister of Education and Science of Georgia; and the Paragraphs 1 and 6 of the Article 18 of the Statute of Ilia State University, and the official letter No. N11483-35 of July 4, 2017, issued by the Head of Foreign Relations;

I hereby order to:

1. Amend the Paragraph G of the Article 6 of the Administrative Provisions for the University Procedures Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program approved by the Rector's Decree N10-03 of January 8, 2016. The said paragraph shall hereafter be and read as follows:

G. The grant recipient students, who fail to collect or receive 30 credits per semester during an exchange program or 60 credits during an academic year, shall not pay additional credits / credits fees or semester tuition fees. They retain a study grant and can use it after completion of the mobility period. This arrangement applies to the students with study grants prior to the commencement of the 2017-2018 academic years. (Amendment 14.07.2017)"

2. Add the following H Paragraph to the Article 6 of the Administrative Provisions for the University Procedures Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program approved by Order N10-03 of January 8, 2016:

"H) The grant recipient students who participate in the exchange program from the 2017-2018 and who fail to collect sufficient number of the course credits (30 credits per semester or 60 credits throughout the academic year) or in case their credits are not acknowledged due to the failure of the host University, shall not have to pay the additional credit fee or semester fee after the completion of the exchange period. The grant recipient students who participate in a study grant exchange program from 2017-2018 and fail to receive credits in the academic curriculum due to negative evaluation shall pay additional credit/credits fees or semester tuition fees according to the

applicable rules of the university. (Addendum 14.07.2017);

3. Assign the University Public Relations Office to upload this Decree to the University website;
4. Assign the University Chancellery to introduce this Decree to those interested, in compliance with the public law;
5. Assign the Information Technologies Service to inform the University students through the educational process management electronic system "Argus".
6. Assign the Deans of Faculties/Schools, the Foreign Relations Office and the Tuition, Fees and Accounting Office Decree to administer this Decree.
7. Assign the University Chancellery to provide the copies of this Decree to: the Faculties/Schools, the Rector's Office, Deputies to the Rector, the Head of Administration, Administration Secretariat, Development Office, Department of Student Affairs, Public Relations Office, Quality Assurance Office, Accounting Department, Tuition, Fees and Accounting Office, Information Technologies Office, Office of Foreign Relations, ARGUS Administration Central level Office, and Legal Office.

Giga Zedania



Rector

Approved by the Rector's Decree N10-03 of January 8, 2016; amended by the Decree N1019-03 of May 11, 2016 and the Order No.1475-03 of July 14, 2017.

Addendum

The Administrative Provisions for the University Procedures Applicable to Bachelor's, Master's or Doctoral Students, participating in the Ilia State University Exchange Program

Article 1. General provisions

The exchange programs, undertaken in compliance with the Law on Higher Education and subject to the Agreement made between Ilia State University and the Foreign University, shall be deemed as the Ilia State University Exchange Programs. Within the frame of the program, students may select the relevant curriculum at the host university and the recognition of credits shall be regulated by the Learning Agreement made between the home and the host universities.

Article 2. Student Status

- A. The status of the winner/awarded student must remain as “active” at Ilia State University;
- B. For the purpose of the student data management, an exchange program participant shall be granted an exchange student status.

Article 3. Terms and procedures for the Students’ notice

- A. Following the receipt of the admission letter from the host university, not earlier than a month and no later than two weeks before his/her departure, a student shall write a statement to the Rector, requesting an exchange student status;
- B. The statement shall include information on the host university, the name of the exchange program, the degree level and the terms of study at the host university;
- C. The documents submitted from the host university shall be translated in Georgian and certified by the notary;
- D. The application shall be sent to the faculty/school and in case of faculty/school consent, the dean shall submit the matter the Rector for further review.
- E. The status of the students shall be granted by the Order of the Rector.

Article 4. Students Data Administration in the Program “Argus”.

- A. The program “Argus”, limits a student’s access to the subject selection option.
- B. Credits/evaluation obtained by a student in an educational institution shall be publicized in Argus, only after the submission of the approved documents and recognition of credits (marks sheet).

Article 5. Recognition of Credits

- A. In case of mobility undertaken within the scope of the Ilia State University exchange program, a student shall address Ilia State University for recognition of the credits, previously received at the host university. The exchange programs should be registered at the National Center for Educational

Quality Enhancement;

B. Credits / Appraisals shall be recognized by the established rule of law.

Article 6. Financial Status of the Student

A. During his/her study at a recipient/host university, a student is not required to pay the tuition fees. He /she is not liable for paying a tuition fee during this period.

B. Having completed the exchange program, the student becomes liable to pay the tuition fee;

C. If a student participates in an exchange program for one semester and submits 30 credits, that later are recognized according to the established rule, he/she shall pay a fee for one semester. The same rule shall apply to two or more semesters.

D. If a student fails to complete the exchange program within the term of the contract, he/she shall make a new agreement and pay the tuition fees subject to that rule set for the students enrolled in that year - the credit fee according to the rules established by the university;

E. If a student completes his/her studies within the terms of the agreement, he/she shall not pay the fees for the credits received at the educational institution and for accredited credits at the university;

F. If a student manages to take more than 30 points per semester and 60 credits per year, but not more than 75 credits, he/she shall pay the fee for additional credits.

G. The grant recipient students, who fail to collect or receive 30 credits per semester during the exchange program or 60 credits during the academic year and to pay additional credits/credits fees or semester tuition fees. They retain a study grant and can use it after the completion of mobility. This arrangement applies to students with study grants prior to the commencement of the 2017-2018 academic years. 14.07.2017);

H. The grant recipient students, who participate in the exchange program from the 2017-2018 and who fail to collect the sufficient number of the course credits (30 credits per semester or 60 credits throughout the academic year) or if their credits are not acknowledged due to the failure of the host university, are not required to pay the additional credit fee or semester fee after the completion of the exchange period. The grant recipient students who participate in a study grant exchange program from 2017-2018 and who fail to collect sufficient credits in the academic curriculum due to negative evaluation shall pay additional credit/credits fees or semester tuition fees according to the applicable rules of the university. (Addendum 14.07.2017);

Article 7. The Rule for Participation in State Scholarship

Before his/her departure, the student must receive a state scholarship and participate in the state grant program, based on the most recent scores received throughout the last semester.