

Legal Entity of Public Law

Ilia State University

Decree

Tbilisi

N 114-03
03/02/2023

On the Amendment to the Addendum approved by the Rector's Decree N10-03 of January 8, 2016, on 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 Paragraph 1 of Article 22 of the "Law of Georgia on Higher Education", Article 63 of the General Administrative Code, Paragraphs 1 and 6 of Article 18 of the "Statute of LEPL Ilia State University" approved by the Order N134/N of September 11, 2013, issued by the Minister of Education and Science of Georgia; and the official letter N1303-35 of January 30, 2023 of the head of the Office of International Relations,

I hereby order to:

1. amend the Rector's Order N10-03 of January 8, 2016, and make changes to 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, and formulate the mentioned document as the attached version;
2. assign the University Public Relations Office to upload this Decree to the University website;
3. assign the Information Technologies Office to inform the University students via "Argus," an online system for managing the learning process.
4. delegate control of this order to the deans of faculties/schools, Office of International Relations, and Revenue Accounting and Analysis Department.
5. assign the University Chancellery to provide copies of this Decree to the faculties /schools, the Rector's Office, the Head of Administration, the Administration Secretariat, the Office of Development, the Department of Student Affairs, the Public Relations Office, the Quality Assurance Office, the Budgeting

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and Financial Analysis Service, the Accounting and Reporting Office, the Revenue Accounting and Analysis Department, the Information Technologies Office, the Office of International Relations, the ARGUS Administration Central Level Office, and the Legal Office.

Nino Doborjginidze

Rector

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 conformity 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 framework 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's Status

- a. The status of the winning/awarded student must remain "active" at Ilia State University;
- b. For the purpose of student data management, an exchange program participant shall be granted an exchange student status.

Article 3. Terms and Procedures for the Students' Statement

- 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, the 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 into 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 to the Rector for the issuance of the respective order).
- e. The status of the students shall be granted by the order of the Rector.

Article 4. Students Data Administration in "Argus"

- a. The program "Argus" restricts an exchange student's selection of subject options.

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b. Credits/grades acquired by the student in an educational institution shall be published in Argus only after the submission of approved documents and recognition of credits (a transcript of records).

Article 5. Recognition of Credits

a. Upon participating in mobility under the Ilia State University exchange program, students are required to initiate the recognition process by first addressing Ilia State University. After receiving a confirmation letter from their home faculty, they need to submit the letter along with the original transcript to the National Center for Educational Quality Enhancement.

b. Credits shall be recognized by the established rule of law.

Article 6. Student's Financial Status

a. During the mobility period, the student participating in the funded exchange program, run by the university, shall continue to pay tuition fees at their home university and shall comply with the deadlines and the fee payment schedule established by the agreement in force.

b. The student who is undertaking mobility without funding, within the framework of bilateral cooperation, is not required to pay tuition fees at his/her home university. This rule also applies to the student, who after finishing a funded (one)-semester mobility at the host university extends the mobility period within the framework of i.e. zero grant.

c. Students unable to earn the credits specified in the learning agreement (30 credits per semester or 60 credits per academic year) or whose credits are not recognized due to the host university's error are exempt from additional credit/credits or semester tuition fees after the exchange period. However, students failing to earn credit/credits due to a negative evaluation in the agreed-upon courses will be subject to additional credit or semester fees as per the university regulations.

d. When calculating fees for additional credit/credits or the semester tuition, the courses that are recognized at home university beyond the curriculum on the basis of a prior agreement with the faculty shall not be taken into account.

e. If the student completes his/her studies within the scope of a valid agreement with more credits than provided by the program, he/she is not required to pay fees for the additional credits received at the host educational institution and shall not pay for credits recognized by the university.

f. If the student, participating in the exchange program, fails to complete studies within the timeframe

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set by the learning agreement, a new agreement will be formed. Under the new agreement, the student shall pay tuition as well as credit fees at the rate set for that year's students, in compliance with the rule set by the university.

Article 7. The Rule for Participation in State Scholarship

Based on the most recent grades received over the previous semester, the student can receive a state scholarship and participates in a state grant program before leaving.

Article 8. Additional Provisions

- a. If an exchange student breaches the agreement with their home university, which outlines the conditions for suspension or termination of their exchange status, the student's exchange status will be terminated, and the student will be required to leave the host university.)
- b. All students who are participating in the competition must adhere to the rules that are announced during the contest.
- c. Unforeseen cases related to fees and credits shall be reviewed on an individual basis in accordance with the student's personal statement.

Article 9. Validity Period

This rule applies to the students participating in the exchange program from the fall semester of the 2023/2024 academic year.