

Approved by Rector's Order No. 10-03 of 8 January 2016, as amended by Rector's Orders No. 1019-03 of 11 May 2016, No. 1475-03 of 14 July 2017, No. 114-03 of 3 February 2023, and No. 1654-03 of 21 September 2026.

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

6.1. For students admitted before the 2026/2027 academic year

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.

6.2. For students admitted from the autumn semester of the 2026/2027 academic year onwards

a. A student participating in an exchange programme administered by the University shall continue to receive state funding during the exchange semester.

- b. If, following the recognition at Ilia State University of the credits earned during the exchange semester, the student fails to meet the minimum number of credits prescribed by law, their merit-based funding shall be suspended, and they shall be required to pay the tuition fee for the subsequent semester in accordance with the procedure established by law. The conditions for the suspension and restoration of merit-based funding shall be determined by a resolution of the Government of Georgia.
- c. When calculating tuition fees, courses recognized by the home university outside the curriculum, based on a prior agreement with the faculty, shall not be taken into consideration.
- d. If a student participating in an exchange programme fails to complete their studies within the validity period of the agreement concluded with them, a new agreement shall be concluded in accordance with the regulatory acts applicable to students admitted in the respective year.

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.