

The document has been approved by  
LLC Teaching University Geomedi's  
Academic Board session:  
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Rector, Professor \_\_\_\_\_ Marina Pirtskhalava

## **Rule on Participation in the International Exchange Program for Student and Personnel (Academic, Scientific, Administrative, Support)**

### **Article 1. General Provisions**

- 1.1. The priority of LLC Teaching University Geomedi (hereinafter "University") is internationalization and integration into the global educational arena. The University is therefore implementing international exchange programs based on memorandums with partner universities;
- 1.2. The present rule defines the types of international exchange program; The terms and conditions of participation for students and personnel (academic, scientific, administrative, support); competition stages, rules for credit recognition received during the exchange program and other related issues;
- 1.3. The University implements International student exchange programs on the first (Bachelor's) and second (Master's) levels of higher education, as well as single-cycle educational programs;
- 1.4. The student and personnel (academic, scientific, administrative, support) exchange is carried out according to the agreement concluded between the university and a foreign higher education institution;
- 1.5. Under the rules established by the legislation of Georgia, before concluding an exchange agreement, the University shall seek written confirmation from the "National Center For Educational Quality Enhancement" recognizing the state authorization of the relevant foreign higher education institution;
- 1.6. Participation in the exchange program for students and personnel (academic, scientific, administrative, support) can continue no more than one academic year.

## **Article II. Types of the exchange programs**

2.1. The University offers the following international exchange programs to students and personnel (academic, scientific, administrative, support):

- A) Erasmus+ exchange program;
- B) Bilateral exchange programs with partner universities.

## **Article III. Competition Announcement and Information Posting**

3.1. Based on the written request from the International Relations and Public Relations Office, the Academic Board of the University approves the announcement of the competition and competition Committee for the spring or fall semester, which then is ratified with the Rector's decree. It determines the terms, conditions, selection criteria, and rules of the international academic exchange program competition;

3.2. Rules for Erasmus+ Exchange Program competition shall be determined by the agreement between the implementing higher education institution and the University. It shall include the type, duration and registration deadlines, etc. of the exchange program competition;

3.3 Information on the terms, conditions, and procedures of the exchange program competition is posted on the University's official website [www.geomedi.edu.ge](http://www.geomedi.edu.ge);

3.4. The International Relations and Public Relations Office shall organize pre-arranged informational meetings about the competition for interested candidates. The schedule of these meetings will be posted on the University's official website.

## **Article IV. Terms to participate in the competition and the list of documents to be submitted**

*4.1. Terms for participation in the exchange program for students are as follows:*

- A) She/He must be a student with an active status of undergraduate or graduate level, or study on single-cycle education program at the university;
- B) Student must have a valid international B2 level, English Language certificate with the following minimum scores: (IELTS-5.5; FCE-160; TOEFL IBT-60, TOEFL PBT-500);
- C) If a student doesn't have an international, B2 level English language certificate, he/she must pass the English language proficiency test (B2 level) at the university (minimum competency threshold - 75% of the assessment).
- D) Student must have a current GPA of at least 2.8
- E) He/she must not be a first-year or graduate (last year) student;

F) Student must not have a reprimand or disciplinary misconduct during the study period at the university;

G) To participate in the Erasmus+ exchange program, the student should not have received an Erasmus+ grant on a similar level (undergraduate, graduate, or single-cycle educational program) before;

H) To participate in the competition, the student must be studying the relevant program and level, as offered by the host university.

*4.2. Terms for participation in the exchange program for the university's academic, scientific, administrative, and support personnel are as follows:*

A) Academic, scientific, administrative, and support personnel, to be eligible for the exchange program, must have at least two (2) years left before the expiration of their employment contract;

B) The candidate must have a valid international English language certificate (B2 level) with the minimum scores: (IELTS- 5.5; FCE-160; TOEFL IBT-60, TOEFL PBT-500) or pass the B2 level English language exam at the university (minimum competency threshold - 75% of the assessment).

*4.3. University students must submit the following documents in English to participate in the competition:*

A) a copy of an international passport;

B) CV (in the form of Europass);

C) letter of motivation;

D) International, B2 level English Language certificate, or English language proficiency test (B2 level) results issued by the University Examination Center;

E) Transcript;

F) 1 letter of recommendation from the academic staff of the University or the Dean of the Faculty;

G) additional documentation if necessary;

H) Completed application form (Annex 1)

*4.4. To participate in the competition, the academic, scientific, administrative, and support personnel of the University must submit the following documents in English:*

A) a copy of an international passport;

B) Completed application form (Annex 1)

C) CV (in the form of Europass);

D) International, B2 level English language certificate, (IELTS; FCE; TOEFL) or English language proficiency test (B2 level) results issued by the University Examination Center;

- E) reference on the terms of the employment contract;
- F) Other documents, if necessary.

## **Article 5: Competition Committee and Competition Stages for Students**

5.1. The student selection process for the exchange programs is coordinated by the university's International Relations and Public Relations office.

5.2. The competition committee is approved by the Academic Board and consists of 3 members.

A. Chairman of the Committee-Vice-Rector for Academic Affairs

B. Committee members:

-Head of International Relations and Public Relations Office - (Secretary)

- Dean of the relevant faculty

5.3. Upon completion of the application process, applicants will be evaluated and nominated in accordance with the following stages and procedures:

**A) Stage I - Review of application documents.** At the first stage of the competition, the application documents are reviewed by the competition committee. All applications and attached documentation should be filled out fully. In case of submission of incomplete documentation, the application will not be accepted and registered;

**B) Stage II - Interview with the competition committee in English.** It will be conducted face to face or using an online platform. The interviewers assess the applicant's motivation and communication skills. Each is awarded a maximum of 2 (two) points (4 points in total), according to the following criteria:

### **Motivation**

0 point - The applicant is not able to articulate his/her motivation and/or does not understand the importance of international mobility;

1 point - The applicant can talk about his/her motivation to be involved in an exchange program, but has little understanding of the importance of international mobility;

2 points - The applicant is motivated and is fully aware of the importance of international mobility.

### **Communication**

0 point - The applicant does not have the ability to formulate an opinion consistently, his/her reasoning is not convincing;

1 point - The applicant's ability to formulate an opinion is satisfactory, although the reasoning is less than convincing;

2 points -The applicant formulates an opinion well; the reasoning is logical and convincing;

**Note 1:** The applicant is entitled to appeal the decision made by the competition committee within 1 day following the announcement. An appellate committee is established, and the members are approved by the order of the rector. The Appeals Committee will consider the specific case and make a decision on whether to approve or reject the complaint;

**Note 2:** If the applicants get the same score in the interview, preference will be given to a student with a higher GPI.

**C) Stage III - Nomination of candidates at the host university.** The International Relations and Public Relations Office submits application documents and a list of nominees for final selection to the host university within the set timeframe. The final decision is made by the partner/host university.

5.4. Selection rules and procedures may be modified according to the requirements of a particular partner university;

5.5. Applicants will receive information about the decision of the competition committee by email or telephone indicated in the applications;

5.7. Winners will be notified of the results of the competition with the email. The results will also be posted on the University's official website.

## **Article 6 - Competition committee for academic, scientific, administrative, and support staff and stages of the competition**

6.1. The Academic Board approves the competition committee for the exchange program for academic, scientific, administrative, and support staff. The committee consists of 3 members.

**Chairman of the committee**-Rector of the university

**Committee members:** - Vice-Rector for research

- Head of Quality Assurance Office

The competition consists of 3 stages:

**A) Stage I - Review of application documents.** At the first stage of the competition, the application documents are reviewed by the competition committee. All applications and attached documentation should be filled out fully. In case of submission of incomplete documentation, the application will not be accepted and registered;

**B) Stage II - Interview with the competition committee in English.** It will be conducted face to face or using an online platform. The interviewers assess the applicant's motivation and communication skills. Each is awarded a maximum of 2 (two) points (4 points in total), according to the following criteria:

### **Motivation**

0 point - The applicant is not able to articulate his/her motivation and/or does not understand the importance of international mobility;

1 point - The applicant can talk about his/her motivation to be involved in an exchange program, but has little understanding of the importance of international mobility;

2 points - The applicant is motivated and is fully aware of the importance of international mobility.

### **Communication**

0 point - The applicant does not have the ability to formulate an opinion consistently, his/her reasoning is not convincing;

1 point - The applicant's ability to formulate an opinion is satisfactory, although the reasoning is less than convincing;

2 points -The applicant formulates an opinion well; the reasoning is logical and convincing;

**Note 1:** The applicant is entitled to appeal the decision made by the competition committee within 1 day after the announcement. An appellate committee is established, and the members are approved by the order of the rector. The Appeals Committee will consider the specific case and make a decision on whether to satisfy or reject the complaint;

**C) Stage III - Nomination of candidates at the host university.** The International Relations and Public Relations Office submits application documents and a list of nominees for final selection to the host university within the set timeframe. The final decision is made by the partner/host university.

6.2. Selection rules and procedures may be modified according to the requirements of a particular partner university;

6.3. Applicants will receive information about the decision of the competition committee by email or telephone indicated in the applications;

6.4. Winners will be notified of the results of the competition with the email. The results will also be posted on the University's official website.

### **Article 7- Learning agreement for the exchange program**

7.1. After the winners of the competition are announced, the International Relations and Public Relations Office provides the students with the Learning agreement (see Annex 2), which lists the courses offered at the partner/host university, as well as their corresponding courses at University Geometri, and indicates the relevant credits. The Learning Agreement is signed by the Head of the Program and the Head of the Quality Assurance Office.

## **Article 8- Credit Recognition**

8.1 The list of courses to be taken under the exchange program, their content, and number of credits shall be determined in advance, with the agreement between universities, based on the prior joint work and collaboration of the heads of the program;

8.2. Upon completion of the study courses under the exchange program, the host university will provide an official certificate and transcript of the courses taken;

8.3. The student shall submit the above documents to the university together with a notarized translation;

8.4. Within the framework of the exchange program, the documents confirming the completion of a specific study course are reviewed by the head of the respective program and ensures the recognition of credits, according to the credit recognition agreement between the sending and host university;

8.5. Recognition of credits, received by a student in a foreign higher education institution within the framework of the exchange program, is carried out by the LEPL -"National Center for Educational Quality Enhancement" and in accordance with the University's "Rules for conformity of educational programs and recognition of credits".

## **Article 9 - Mobility of foreign students, academic, scientific, administrative, and support staff at the University within the framework of the exchange program**

### *9.1. Mobility of foreign students at the University within the framework of the exchange program*

9.1.1. A foreign student of the first and second levels of higher education and a single-cycle educational program has the right to participate in the exchange program. A student of a partner higher education institution participating in the exchange education program, who has obtained the status of a student in a higher education institution recognized by a foreign country, can continue to study at the university at the relevant level of higher education and the relevant faculty by order of the University Rector;

9.1.2. The student is selected and nominated by a partner university. The list of nominated students, together with the application documents and the nomination letter, is sent to the university, where final selection is made by the competition committee;

9.1.3. The competition committee makes a decision based on the application documents of the nominated candidates. The list of the finalists is recorded in the committee protocol , which then is submitted to the rector for the relevant order. The results will be notified to the student and the partner university by e-mail and also the information will be published on the official website of the university: [www.geomedi.edu.ge](http://www.geomedi.edu.ge);

9.1.4. The student participating in the exchange program, under the requirements established by law, must have a visa (if necessary, which is determined by the country of arrival) and a health insurance policy.

9.1.5. Information on credits accumulated at the University will be sent electronically to the partner university within 4 (four) weeks.

9.1.6. The language of instruction for the student participating in the exchange program is English.

## *9.2. Mobility of academic, scientific, administrative and support personnel at the University within the framework of the exchange program*

9.2.1. The mobility of academic, scientific, administrative, and support staff of the partner university may last up to 1 (one) academic year.

9.2.2. The purpose of mobility can be: to give lectures, to do research, conduct workshops with relevant structural units, or to share experiences;

9.2.3. The personnel participating in the exchange program, under the requirements established by law, must have a visa (if necessary, which is determined by the country of arrival) and a health insurance policy.

## **Article 10. Short-Term International Programs (Practical Training, Summer Schools)**

10.1. University students have the opportunity to participate in short-term International programs organized by a partner university / higher education institution. These include:

A) Practical training

B) Summer schools

10.2. Information on short-term programs will be posted on the University's official website;

10.3. The requirements for participation in the short-term program announced by the partner university/institution are set by the host university/institution. To participate in the program, the student must meet pre-established requirements (see Article IV);

10.4. The student pays the participation fee for the short-term program announced by the partner university/institution unless the guest or host university sponsors the program by prior arrangement;

10.5. Students wishing to participate in the program must complete the application form and submit the required documents to the International Relations and Public Relations Office, where they will be reviewed and forwarded to the host university/institution.

## **Article 11. Final Provisions**



11.1. Rule on Participation in the International Exchange Program for Student and Personnel (Academic, Scientific, Administrative, Support) is approved by the Rector of the University based on the resolution of the Academic Board, and enters into force upon approval;

11.2. Amendments to this rule shall only be made with the Rector's decree, issued based on a resolution of the Academic Board.

To the competition committee of Teaching University Geomedi LLC

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(Surname , Name)

## APPLICATION

I would like to submit the attached documents in order to participate in the exchange program competition announced by Teaching University Geomedi LLC,

Student Exchange Program.

Academic / Scientific / Administrative / Support Staff Exchange Program

“ \_\_\_\_ ” \_\_\_\_\_ 202\_\_

(Date)

Signature \_\_\_\_\_

# LEARNING AGREEMENT

## Student Mobility for exchange Program

### The Student

Last name (s)		First name (s)	
Date of birth		Nationality <sup>1</sup>	
Sex [M/F]		Academic year	20../20..
Study cycle <sup>2</sup>		Field of Education	
Phone		E-mail	

### The Sending Institution

Name		Faculty	
Address		Country, Country code <sup>4</sup>	
Contact person <sup>5</sup> name		Contact person e-mail / phone	

### The Receiving Institution

Name		Faculty	
Address		Country, Country code <sup>4</sup>	
Contact person <sup>5</sup> name		Contact person e-mail / phone	

### Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<i>Erasmus+ Exchange Program</i> <i>Bilateral Exchange Program</i> <i>Short-term Practical Training Program</i>	Planned period of the mobility: <ul style="list-style-type: none"> <li>• from [day (optional)/month/year] .....</li> <li>• to [day (optional)/month/year] .....</li> </ul>



## Language competence of the student

The level of language competence<sup>7</sup> in [*the main language of instruction*] that the student already has or agrees to acquire by the start of the study period is:

A1   A2   B1   B2   C1   C2

## RESPONSIBLE PERSONS

### Contact person in the sending institution:

Name:

Phone number:

E-mail:

### Contact person in the receiving institution:

Name:

Phone number:

E-mail:

## COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending university and the receiving/host university confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties within the specific agreement. Sending and receiving universities undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies or the principles agreed in the inter- institutional agreement.

The receiving/host university confirms that the educational components listed in Table A are in line with its course catalogue.

The sending university commits to recognize all the credits that student earned at the receiving/host university and to count them towards the student's degree as described in Table B.

The student and receiving/host university take responsibility to communicate to the sending university in case of any problem or changes regarding the proposed mobility Programme and study period.

**Student**

Student's signature \_\_\_\_\_

Date: \_\_\_\_\_

**The Sending University**

Signatures of Responsible persons'

Head of the Quality Assurance Office \_\_\_\_\_

Head of the Program \_\_\_\_\_

Date: \_\_\_\_\_

**The Receiving/Host University**

Signatures of Responsible persons'

Date: \_\_\_\_\_