



The Rule of Implementing the Joint Educational Programs, Exchange Programs, ERASMUS+ Exchange Programs and Short-term Training Courses and Selecting the Students, Administrative, Academic and Invited Personnel



Approved by the Order of the Rector of NNLE
GIPA - the Georgian Institute of Public Affairs of
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Article 1. Scope of Regulation

- 1.1. The given Rule defines the rule of implementing the joint educational programs, exchange programs, ERASMUS+ exchange programs and short-term training courses in NNLE GIPA - the Georgian Institute of Public Affairs (hereafter referred to as University)
- 1.2. The scope of the given Rule is also defining the rules and conditions of participation of the students, academic, invited and administrative personnel in the exchange programs, ERASMUS+ exchange programs and short-term courses; also, regulating the issues of recognizing the credits accumulated by the students within the scope of those programs.
- 1.3. With the purpose of supporting the exchange of best practices in the education field and the mobility of students, administrative, academic and invited personnel, conducts different types of joint programs together with the partner higher education institutions of foreign countries (HEI hereafter) at the international level.
- 1.4. The issues that are not regulated in the given Rule are regulated by the internal regulatory documents of the University and the Georgian legislation.

Article 2. Joint Higher Education Program

- 2.1. For the purposes of the given Rule the joint higher education program is an educational program that is implemented between the University and the HEI recognized in accordance with the legislation of the foreign country after completion of which a document/ documents certifying the higher education is issued based on the agreement on implementing the joint educational program.
- 2.2. In case of implementing the joint higher education program, the University and the HEI recognized in accordance with the legislation of the foreign country conclude a respective agreement which defines the content and forms of implementing the joint educational program. Before signing by the parties, the agreement implied by this paragraph is sent to the LEPL – National Center for Educational Quality Enhancement for acquiring the latter's agreement to it.
- 2.3. The joint higher education program may be implemented within the scope of all three levels of educational programs.
- 2.4. Conducting the joint higher education program may be initiated by the school of the university, International Relations Office (hereafter referred to as Office) or by the partner HEI.
- 2.5. The proposal of implementing the joint higher education program is submitted for revision to the Academic Council of the University and if the later approves the initiative, work on the content of the educational program commence.

- 2.6. Together with the respective personnel of the partner HEI, the academic and administrative personnel of the respective school of the University, Quality Assurance Service, representatives of the Office and other interested persons participate in the process of devising the content of the joint higher education program.
- 2.7. The academic council of the respective school submits the devised joint higher education program together with the report by the Quality Assurance Service to the academic council of the University for revision based on the recommendation of which the program is approved by the Rector of the University.
- 2.8. Changes in the joint higher education program are made in accordance with the conditions established by the agreement on implementing the joint higher education program (if such does not exist, in accordance with the rules regulating the educational process of the University).
- 2.9. Implementing the joint higher education program that requires accreditation in accordance with the Law of Georgia "On Higher Education", is allowed only in case of acquiring the accreditation. Accreditation of the joint higher education program is conducted according to the rule established by the Georgian legislation.
- 2.10. Accreditation of the joint higher education program together with the HEI recognized in accordance with the legislation of the foreign country is possible in accordance with the rule established by the Georgian legislation by the foreign organization having the due competence and recognized by the center.
- 2.11. The citizen of Georgia will be accepted to the joint higher education program in accordance with the rule established by the Georgian legislation. Any other person will be accepted to the joint higher education program in accordance with the rule established by the legislation of the respective country to one of the higher educational institutions in advance defined by the organization undertaking acceptance.

Article 3. Forming the Call Committee and Executing its Activities

- 3.1. Selection of the students participating in the exchange program, including ERASMUS+ exchange program, is done based on the competition. With the purpose of selecting the students for participation in the exchange educational program, a Call Committee is created with the authority term of 1 year based on the order of the University Rector.
- 3.2. The Competition Committee consists of the odd number of members. The Competition Committee consists of academic personnel representing each school, representatives of the Office, Center of Student Support and Career Development and the heads of other structural units based on the decision of the Rector.
- 3.3. The meeting of the Call Committee is authorized if more than a half of the members enlisted in the Competition Committee are present. The Competition Committee makes

decisions with the majority of votes, each member of the Competition Committee has one vote. In case of evenly divided votes, the vote of the Chairman of the Competition Committee is decisive. The Chairman of the Competition Committee is appointed by the order of the Rector and the person is selected by the Competition Committee from its members.

- 3.4. The Call Committee is authorized to invite a temporary member with the voting right to participate in the working process and the person may be an employee of the University as well as an external, invited person.
- 3.5. The Call Committee makes decision based on the analysis of the submitted documents and the interview conducted with the candidate. Considering the specifics of the exchange educational program, based on the mutual agreement between the University and the partner HEI of foreign country, the final selection from the candidates selected by the Call Committee is done by the host HEI. In such case the candidate will be informed about the final decision on being accepted/ not accepted to the exchange program / ERASMUS+ by the International Relations office after the final decision is made by the host HEI.
- 3.6. In case the person selected based on the competition for participation in the exchange educational program, including ERASMUS+ exchange program cannot participate in international mobility due to objective reasons, the Call Committee is authorized to substitute the candidate with another participant of the competition or to conduct selection of the candidate based on the new competition.
- 3.7. In case the exchange educational program, including ERASMUS+ exchange program is not conducted in English language and knowledge of another foreign language is required as a prerequisite for the international mobility, the Call Committee is authorized to establish other requirements different from the ones established in this Rule for the participants of the competition.
- 3.8. Based on the decision of the Call Committee the winner of the competition for participation in the exchange educational program, including ERASMUS+ exchange program may be required to meet additional conditions and if those are not met by the candidate, the Call Committee is authorized to substitute the selected candidate with another person participating in the competition or select another candidate based on the renewed selection process.
- 3.9. The decision of the Call Committee is final and is not subject to appeal.

Article 4. Providing the Information related to the International Mobility Programs to the Students, Administrative Academic and Invited Personnel

- 4.1. The University ensures provision of the information regarding the international mobility programs and the documentation to be submitted with the purpose of participating in the

competition to the students, administrative, academic and invited personnel. The Center of Student Support and Career Development undertakes provision of the information to the interested parties based on the information received from the International Relations office.

4.2. It is possible to provide the information about the international mobility programs to the interested parties via the official website of the University or by placing the respective information in the visible place in the University. Also, it is possible to share the mentioned information with the interested parties via the special e-mails created by the University for them or with the use of other communication means.

Article 5. Exchange Program

5.1. With the purpose of integrating into the international educational area, the University establishes international cooperation with the HEIs recognized in accordance with the legislation of the foreign country. One of the directions of such cooperation is conducting the exchange programs, which aims supporting the international mobility of students, administrative, academic and invited personnel.

5.2. An exchange program is conducted between the University and the HEI recognized in accordance with the legislation of the foreign country and based on the concluded agreement on student exchange, which aims accumulating defined number of credits in the partner HEI by the students participating in the exchange educational program.

5.3. Before commencing the international cooperation (concluding the mutual cooperation memorandum/ agreement on student exchange) with the HEI of foreign country, the University addresses the LEPL – National Center for Educational Quality Enhancement in writing and acquires information with regard to recognition of the potential partner HEI by the legislation of the respective country.

5.4. The University conducts the exchange program within the scope of educational programs at all three levels of higher education.

5.5. From the side of the University the office coordinates the process of establishing and developing the cooperation with the international organizations connected to the partner HEIs of the foreign countries and the educational field.

Article 6. Student of the University Participating in the Exchange Educational Program

6.1. The term of participation in the exchange educational program by the student is defined by the agreement/ contract concluded on the student exchange between the University and the partner HEI of foreign country. The student participating in the exchange educational program may accumulate not more than 35 ECTS credits during one semester and not more than 75 ECTS credits during one academic year.

6.2. The students with the active status are eligible to participate in the exchange educational program, if they are:

- 6.2.1. Students on the bachelor's level of education who have passed the subjects included in the curriculum of I-II semesters of the respective educational program and have accumulated respective credits;
- 6.2.2. Students on the master's level of education who have passed the subjects included in the curriculum of I semester of the respective educational program and have accumulated respective credits;
- 6.2.3. Students of any semester on the Doctoral level of education.

6.3. Those below are not eligible for the participation in the competition of exchange educational program:

- 6.3.1. Students who have financial indebtedness towards the University;
- 6.3.2. Students who have been assigned a disciplinary action and 1 (one) year has not passed since the disciplinary action or it has not been removed before expiration.

6.4. The students wishing to participate in the competition of the exchange educational program should submit:

- 6.4.1. Copy of the Passport;
- 6.4.2. Filled out Application Form (in accordance with the Annex 1);
- 6.4.3. International Certificate confirming the knowledge of English language (IELTS – 6.0; TOEFL – 78) or any or other respectively recognized certificate of knowledge at the level of B2.

Students who have passed the course corresponding to the B2 level of knowledge of English language within the educational program of the University and have acquired a positive evaluation are freed from the requirement of submitting the certificate.

- 6.4.4. Transcript of Records;

- 6.4.5. Motivation Letter.

6.5. While selecting the students in the competition of the exchange educational program the Call Committee will take into consideration:

- 6.5.1. Academic marks of the student (including choosing the courses in English language if such exist);
- 6.5.2. If the student has an unsatisfactory mark (F);
- 6.5.3. Level of English language knowledge of the student;
- 6.5.4. If before considering his/her candidature the student has participated in the exchange educational program, including ERASMUS+ exchange program during his/her study at the analogous level of education in the University;
- 6.5.5. Motivation of the student which the Call Committee checks during the interview with the candidate;

- 6.5.6. Future vision, focus and critical thinking of the student.
- 6.6. In agreement with the Call Committee the International Relations office is authorized to at the moment of announcing the competition define additional requirements/prerequisites based on the consultations with the partner HEI of foreign country.
- 6.7. Information regarding the results of the competition are communicated to the student participating in the competition of the exchange educational program by the representative of the University via the e-mail specifically created for them by the University or other means of communication.
- 6.8. The student participating in the exchange educational program continues the study in the HEI of foreign country in accordance with the rule established by the legislation of that country.
- 6.9. The student participating in the exchange educational program who leaves the University is maintained an active status of a student.
- 6.10. Participation in the exchange educational program may be related with financial costs for the student (travelling to the foreign country, accommodation and other costs). The student is informed about it in advance. Before travelling to the partner HEI of foreign country the student participating in the exchange educational program confirms in written consent that he/she is aware of the conditions of participation in the exchange educational program (in accordance with the Annex 2).
- 6.11. During the period of participation in the exchange educational program the student is not exempted from the obligation of paying the tuition fee for the respective semester/semesters in the University.
- 6.12. Before participation of the student in the exchange educational program, in agreement with the partner HEI of foreign country, the University defines the list of study courses/components to be taken by the student within the exchange educational program which corresponds to the goals and learning outcomes of the educational program of the University where the student is admitted (in accordance with the Annex 3).
- 6.13. The following take part from the University in the process of establishing the correspondence/ match of the study courses/ components to be taken by the student within the scope of the exchange educational program, including ERASMUS+ exchange program:
 - 6.13.1. Head of the respective educational program;
 - 6.13.2. Coordinator of the respective educational program;
- 6.14. After establishing correspondence/ match of the study courses/ components to be taken within the scope of international mobility by the persons established in the paragraph 6.13 of this article, the respective protocol is drafted and the information is submitted to the student and the International Relations office.

- 6.15. The student participating in the exchange educational program, including ERASMUS+ exchange program is eligible to take other additional study courses/ components in the partner HEI besides the study courses/ components priory agreed with the University in agreement with the partner HEI.
- 6.16. In the case described in the paragraph 6.15 of this article, it is possible that the credits accumulated within the study course/ component taken additionally by the student are not recognized for the purposes of the respective educational program of the University.
- 6.17. After completing the exchange educational program, the partner HEI of foreign country sends the University the transcript of records on the study courses/ components taken by the student based on which recognition of the credits accumulated by the student takes place.
- 6.18. With the purpose of studying satisfaction of the student who left the University for the partner HEI of foreign country within the scope of the exchange educational program, including ERASMUS+ exchange program, the student fills out the special questionnaire (in accordance with the Annex 4 (a, b) after completing the exchange educational program and returning to the University.
- 6.19. If the student selected by the Call Committee for the exchange educational program, including ERASMUS+ exchange program is not able to participate in the international mobility due to personal reasons, he/she is obliged to inform the University about the mentioned 14 business days prior to departure to the foreign country in order that the Call Committee substitutes him/her with another candidate or announce the call again.
- 6.20. In the case described in the paragraph 6.19 of this article the full responsibility lies on the student and the University will not reimburse to the student any costs related with the participation in international mobility program.

Article 7. The Student Arriving from the Partner HEI of foreign country in the frame of the Exchange Educational Program, Including ERASMUS+

- 7.1. A student, who has acquired a student status in the HEI recognized in the foreign country, who is visiting in the frame of the exchange educational program with the partner HEI of foreign country, continues study within the scope of the educational program/ programs of the University based on the order of the University Rector.
- 7.2. Selection/ nomination of the students who will be visiting in the frame of the exchange educational program with the partner HEI of foreign country is done by the partner HEI of foreign country, which submits the list of selected candidates to the University. The partner HEI of foreign country/ a student participating in the exchange program sends the following documentation to the University:
 - 7.2.1. Letter of official nomination from the home university;

- 7.2.2. Learning agreement (with indication of the selected courses);
- 7.2.3. Certificate of the knowledge of English language (IELTS – 6.0; TOEFL – 78), or other respectively recognized certificate of knowledge at the level of B2;
- 7.2.4. Transcript of Records;
- 7.2.5. Motivation letter;
- 7.2.6. Other additional documents if requested by the office.

7.3. In coordination with the Heads of educational programs/ schools of the University, the International Relations office creates the unified database of those study courses/ components the visiting student of the exchange program may register for.

7.4. The visiting student of the exchange educational program may register for the study courses/ components that are conducted within the scope of different educational programs.

7.5. Before the respective semester commences the visiting student of the exchange educational program selects the study courses/ components from the unified database of the study courses/ components of the University and agrees those with the University.

7.6. During the study in the University the visiting student of the exchange educational program is authorized to accumulate not more than 35 ECTS credits during one semester and not more than 75 ECTS credits during one academic year.

7.7. In coordination with the head of the respective educational program/ school, the International Relations office reviews the candidatures selected/ nominated by the partner HEI of foreign country and based on the analysis of the documentation submitted by them makes a final decision on admission, acceptance or rejection of the student visiting in the frame of the exchange educational program.

7.8. The International Relations office informs the candidate selected/ nominated in the frame of the exchange program about the decision of the University via e-mail.

7.9. The International Relations office presents the final list of the students arriving in the frame of the exchange educational program, including ERASMUS+ exchange program to the Rector of the University with the purpose of issuing a respective order.

7.10. The student visiting in the frame of the exchange program is not assigned a tuition fee unless otherwise established in the agreement on student exchange.

7.11. The University does not finance the travel, accommodation and other expenses of the student coming to Georgia within the framework of the exchange educational program, unless otherwise provided by the student exchange agreement.

7.12. The student visiting in the frame of the exchange program is obliged to have the residence permission in Georgia (if such need exists, which is defined based on the citizenship of the student) and an insurance policy which is active on the territory of Georgia and includes the medical insurance of the student.

Article 8. Academic, Invited and Administrative Personnel of the University Participating in the Exchange Program

- 8.1. With the purpose of professional development of the academic, invited and administrative personnel and sharing the international experience, the university establishes cooperation with the HEIs of the foreign countries and supports the international mobility of the academic, invited and administrative personnel.
- 8.2. The purpose of participation of the academic, invited and administrative personnel in the exchange program is sharing the experience of carrying out study courses, carrying out/ sharing research-scientific work, sharing experience related to study/ teaching and carrying out other activities related to the educational field.
- 8.3. The purpose of participation of the academic personnel in the exchange program is sharing the best practices/experience established in the educational field and carrying out other activities related to the educational field.
- 8.4. In case the academic and invited personnel participates in the exchange programs with the purpose of conducting the study courses, the mandatory prerequisite is experience of conducting the study course in English language. For certifying this, the interested academic and invited personnel should submit the certificate (or another certifying document) from the HEI where he/she has conducted the study course in English language.
- 8.5. In case of participation of the academic staff in the exchange program for the purpose of carrying out research-scientific activities, the mandatory prerequisite is a scientific publication in English language/ experience in preparing the scientific publication published in English language.
- 8.6. Selection of the academic, invited and administrative personnel participating in the exchange program is conducted based on competition. In case the participation in the exchange program is related to presence of specific qualification/ competence, selection of the person participating in it may be conducted without announcing a competition. Decision on participation of the academic, invited and administrative personnel in the exchange program without a competition is made by the University Rector based on the proposal of the Head of International Relations office.
- 8.7. The term of participation of the academic, invited and administrative personnel in the exchange educational program is defined based on the mutual agreement.
- 8.8. The academic, invited and administrative personnel participating in the competition for the exchange educational program should submit:
 - 8.8.1. Copy of the Passport;

- 8.8.2. Filled out Application Form for the Academic Personnel (in accordance with the Annex 5), filled out Application Form for the Administrative Personnel (in accordance with the Annex 6);
- 8.8.3. Curriculum Vitae (CV) in English language;
- 8.8.4. Plan of the study course (in case of participation in the exchange program with the purpose of conducting the study course);
- 8.8.5. Research project plan (in case of conducting a research-scientific project of the academic personnel);
- 8.8.6. Prior written approval of the immediate supervisor/supervisors.

8.9. In case of selecting the academic, invited and administrative personnel for the exchange program based on the competition, the decision is made by the Call Committee created in accordance with the Article 3 of the given rule based on the analysis of the submitted documentation and the interview with the participants of the competition. If the participation in the exchange program is related with conducting the research-scientific works, the representative of the research department participates in the Call Committee.

8.10. The academic, invited and administrative personnel participating in the competition for the exchange program is informed about the results of the competition by the representative of the International Relations Office via an e-mail specifically created for them by the University or other means of communication.

8.11. The International Relations Office sends the information about the candidate/ candidates selected in the competition for participation in the exchange program to the partner HEI of foreign country. The final decision on participation of the nominated candidates in the exchange educational program is made in agreement with the partner HEI of foreign country.

8.12. The candidate/ candidates selected for the exchange program based on the competition or without it may have to submit additional documentation or participate in the internal call if such requirement exists from the partner HEI of foreign country.

8.13. The academic, invited and administrative personnel is authorized to address the International Relations Office with the initiative of presenting his/her candidature to the specific exchange program/ educational project on behalf of the University.

Article 9. Visiting Academic, Invited and Administrative Personnel in the frame of the Exchange Program from the HEI of Foreign Country

- 9.1. With the purpose of supporting the international mobility, sharing the best experience in the educational field, including the foreign personnel in the educational programs and conducting the joint scientific/ research projects, the University cooperates with the HEIs of foreign countries and enables the academic, invited and administrative personnel of the

partner HEI of foreign country to visit the University within the scope of the exchange programs.

- 9.2. The purpose of participation of the academic and invited personnel of the partner HEI of foreign country in the exchange programs is conducting or participating in conducting the study courses, conducting or participating in conducting/ sharing the scientific-research works organized within the scope of educational programs of the University, sharing the experience related to study/ teaching and conducting other activities related to the educational field.
- 9.3. The purpose of participation of administrative personnel in the exchange program is sharing the best practice/ experience established in the respective structural unit of the partner HEI of foreign country and conducting other activities related to the educational field.
- 9.4. The partner HEI of foreign country submits the candidature of the academic, invited and administrative personnel participating in the exchange program to the University. The International Relations Office reviews the submitted candidature with participation of the respective structural unit. The final decision on participation of the nominated candidates in the exchange educational program is made in agreement with the partner HEI of foreign country.
- 9.5. The International Relations Office reviews the submitted candidature of the academic and invited personnel together with the head of the respective school/ program. During the review process, until the final decision is made the candidate may be required to submit the syllabus of the study course or other additional documentation to the University.
- 9.6. The mandatory prerequisite for participation in the exchange program with the purpose of conducting the study course/ participation in conducting the study course is experience in conducting the study course in English language.
- 9.7. The International Relations Office reviews the candidature of the academic personnel submitted for conducting the research activities together with the research department. During the review process, until the final decision is made the candidate may be required to submit additional documents related to the research to be conducted.
- 9.8. The mandatory prerequisite for participation in the exchange program with the purpose of conducting the research activities is existence of the research project conducted in English language/ participation in the research project conducted in English language.
- 9.9. The length of a business visit of the academic, invited and administrative personnel participating in the exchange program is defined in agreement with the partner HEI of foreign country.
- 9.10. The academic, invited and administrative personnel of the partner HEI of foreign country participating in the exchange program covers the costs of arriving to Georgia,

accommodation, meals and other expenses, if it is not otherwise established in the agreement on exchange program.

9.11. The dean/ manager of the program or the head of department of the respective school initiates the invitation of the citizen of a foreign country with the purpose of conducting the study course within the educational program of the University.

Article 10. Exchange Programs in the frame of ERASMUS+

10.1. With the purpose of supporting the international mobility of the students, academic and administrative personnel, the University in cooperation with the partner HEIs of foreign countries participates in ERASMUS+ exchange programs financed by the European Commission.

10.2. On behalf of the University, the International Relations Office coordinates cooperation with the partner HEIs of foreign country, collecting/ sending the documentation related to the participation in exchange programs of ERASMUS+.

10.3. The persons (students, academic and administrative personnel) participating in ERASMUS+ exchange programs will be reimbursed the expenses related to international mobility from the program. The amount of the scholarship/ reimbursement is defined in accordance with the accepting country.

10.4. The students participating in ERASMUS+ exchange programs are not exempted from the obligation of paying the tuition fee for the respective semester in the University.

10.5. The students of the higher educational programs of all three levels of the University are eligible for participation in the competition if they meet the requirements established for participation in the respective program.

10.6. The students with active status who alongside meeting the requirements established in the paragraph 6.2 of the Article 6 of this Rule also meet the following requirements are eligible to participate in the competition for selecting the students for ERASMUS+ exchange program:

10.6.1. Are distinguished with high academic marks (GPA not less than 3.0);

10.6.2. Do not have any unsatisfactory mark (F);

10.6.3. The Competition Committee is authorized to establish additional requirements for the students participating in ERASMUS+ exchange programs.

10.6.4. In the student selection process for enrollment in a joint educational program, organized in cooperation with a partner higher education institution(s), priority is given to the requirements established by the receiving HEIS.

10.6¹. The Selection Committee shall be authorized, for the purpose of selecting students for participation in the ERASMUS+ exchange programme, to establish a minimum academic

performance (GPA) threshold different from that provided under subparagraph 10.6.1 of this Article.

10.7. The students defined in paragraph 6.3 of the Article 6 of this Rule are not eligible for participation in the competition for ERASMUS+ exchange programs as well as the persons who do not meet the requirements established in the framework agreement of exchange program or have already acquired ERASMUS+ grant during the study at the analogous level in the University.

10.8. Term of participation of the student, academic and administrative personnel in ERASMUS+ exchange program is defined based on the mutual agreement.

10.9. Before travelling to the partner HEI of foreign country the student participating in ERASMUS+ exchange program confirms in written consent that he/she is aware of the conditions of participation in the exchange educational program (in accordance with the Annex 7).

10.10. The conditions defined in paragraphs 6.13 and 6.14 of the Article 6 of the given Rule apply to the students participating in ERASMUS+ exchange program in regards of accumulating the credits.

10.11. After completing ERASMUS+ exchange program the partner HEI of foreign country sends the transcript of records of taken study courses/ components to the University based on which the credits accumulated by the student are recognized.

10.12. Selection of academic and administrative personnel for ERASMUS+ exchange program is done based on competition. If participation in ERASMUS+ exchange program implies existence of specific qualification/ competence, selection of the person participating in it may be done without announcing a competition. Decision on participation of the academic and administrative personnel in the exchange educational program without a competition is made by the University Rector based on the proposal of the Head of International Relations Office.

10.13. The academic and administrative personnel interested in participation in ERASMUS+ exchange program should submit the documentation defined in paragraph 8.8 of the Article 8 of this Rule.

10.14. The academic personnel interested in participation in ERASMUS+ exchange program should meet the requirements established in paragraphs 8.4 and 8.5 of the Article 8 of this Rule.

Article 11. International Short-term Study Course

11.1. For the purposes of this Rule the short-term study course means an educational program (so called winter/ summer school) connected with the study courses/ components

organized by the University/ HEI of foreign country the aim of which is to equip the student with the knowledge on specific topic/ topics.

- 11.2. The students of all three levels of educational programs of the University are eligible for participating in the short-term study course organized by the partner HEI of foreign country.
- 11.3. Based on the decision of the University/ partner HEI of foreign country the student may be assigned credits after successful completion of the short-term study course.
- 11.4. International short-term study courses in the University are organized by the school/ other structural units. The school/ other structural unit organizing the short-term study course defines the prerequisites and documentation to be submitted by the persons interested in participation in short-term study courses as well as in coordination with the International Relations Office makes decision on approving or rejecting the submitted application.
- 11.5. The students of the University, local HEIs/ HEIs of foreign country and other interested persons (with the status of a Listener) in case of paying the respective fee or without a fee, are eligible for participation in the international short-term study course organized by the University.
- 11.6. The tuition fee established for attending the international short-term course organized by the University may be different for the international and local students/ persons attending with the status of a Listener considering that the expenses related to arriving to Georgia, accommodation and planned visits (if applicable) within the educational program may be included in the tuition fee.
- 11.7. The prerequisites of and documentation to be submitted to the international short-term study courses organized by the partner HEI of foreign country are defined by the department of host HEI, ensures sharing the respective information and the list of documents to be submitted to the University students in accordance with the Article 4 of this Rule.
- 11.8. The Host HEI makes decision on approving or rejecting the application of the University students on participation in the international study course organized by the partner HEI of foreign country.
- 11.9. Until participation in the international short-term study course organized by the partner HEI of foreign country, based on the consultation with the manager of the program/ coordinator of the respective program, the student of the University is informed if the credits assigned for successful completion of such program will be recognized for the purposes of the respective educational program. The credits accumulated by the student with such program may be recognized as the credits considered for the free/ selective components.

Article 12. The Rule of Recognizing the Credits and Transfer of Assigned Mark Acquired by the Student within the Exchange Program/ ERASMUS+ Exchange Program/ Short-term Study Course

- 12.1. After completion of exchange programs/ ERASMUS+ exchange program/ short-term study program the partner HEI of foreign country/ student submits the original of mark sheet/ transcript to the University based on which the procedure of recognizing the credits acquired by the student within the scope of international mobility starts.
- 12.2. After studying the content correspondence of the study courses taken by the person during the study in the foreign country with the study courses considered in the educational program of the University may be established irrespective of the differences in their titles.
- 12.3. After studying the content, the study course that is not considered in the educational program of the University may be recognized.
- 12.4. The University is authorized to calculate the workload of the students in credits in case of the educational program that is not done in accordance with the system of transfer of European credits. In such case, when transferring the credits, the contact as well as independent hours of the student will be considered.
- 12.5. If the credit of the course taken by the student within the scope of international mobility is less than the credit of the study course, of the educational program of the University considered corresponding, the course taken by the student should be assigned the credit considered by the curriculum of the respective educational program of the University.
- 12.6. If the credit of the course taken by the student within the scope of international mobility is exceeds the credit of the study course of the educational program of the University considered corresponding, it is possible to recognize only as many credits as considered by the curriculum of the respective educational program of the University.
- 12.7. With purpose of recognizing the education received within the scope of international mobility the student addresses the LEPL – National Center for Educational Quality Enhancement where he/she submits the transcript of records, the conclusion of the University on correspondence of the education received during the study abroad as well as other documents (if applicable) defined by the LEPL – National Center for Educational Quality Enhancement.
- 12.8. The student ensures covering the expenses related to verification by the Notary of the documents certifying the education received within the scope of international mobility as well as the fee established for its service by the LEPL – National Center for Educational

Quality Enhancement and any additional costs related to recognition of the education received abroad.

- 12.9. The University transfers without change the marks assigned to the student for each study course/ component within the scope of exchange educational program, including ERASMUS+ exchange program that are conducted in accordance with the Article 4 of the Order #3 of the Minister of Education and Science of Georgia dated January 5, 2007 "On Approval of the Rule of Calculating the Higher Educational Programs with Credits" (the Order #3 of the Minister of Education and Science of Georgia dated January 5, 2007 hereafter).
- 12.10. If the partner HEI of foreign country participating in the exchange educational program, including ERASMUS+ exchange program uses the evaluation system different from the one considered in the Article 4 of the Order #3 of the Minister of Education and Science of Georgia dated January 5, 2007, the mark/ marks of the student participating in the exchange educational program/ including ERASMUS+ exchange program are reviewed individually by the persons defined in paragraph 6.13 of the Article 4 of this Rule based on the analysis of the documents submitted by the student/ partner HEI of foreign country.
- 12.11. In cases defined in paragraph 12.10 of the Article 10 of this Rule when analyzing and evaluating the documents submitted by the student/ partner HEI of foreign country in relation to the student's marks, correspondence of the mark descriptor conducted by the partner HEI of foreign country with the system considered by the Article 4 of the Order #3 of the Minister of Education and Science of Georgia dated January 5, 2007. Transfer of the mark is conducted considering the same/ closest mark descriptor based on the content.
- 12.12. The student participating in the exchange educational program, including ERASMUS+ exchange program should be informed about the evaluation system in force in the partner HEI of foreign country until his/her departure to the partner HEI of foreign country.

Article 13. Mechanisms of Attracting the Foreign Students

- 13.1. The University is actively involved in the internationalization process the aim of which is deepening the international cooperation between the institutions of higher education and supporting the exchange of knowledge. In the mentioned process, the University takes care of attracting the foreign students seeking for academic degree as well as participating in the exchange programs.
- 13.2. In order to support the internationalization process, the University has devised the mechanisms of attracting the foreign students that support awareness about the University and interest of the students with the educational programs of the University. With the purpose of attracting the students seeking academic degree the University cooperates with the following organizations:

- 13.2.1. Donor organizations;
- 13.2.2. Diplomatic corps (embassies);
- 13.2.3. International professional unions;
- 13.2.4. International intermediary agencies.

13.3. With the purpose of supporting attraction of the students for participation in exchange programs the University has devised the mechanisms that make participation in the study programs easier for the students and offers them additional advantages:

- 13.3.1. The University offers programs in English language and English study components of Georgian educational programs to the students participating in exchange programs. Information about mentioned educational programs and study components is available at the University website where the students have a possibility of becoming aware of study components desired by them.
- 13.3.2. With the purpose of attracting the foreign students to the educational programs of the university the foreign citizen students who participate in the exchange study program are fully exempted from the obligation of paying the tuition fee.

Annex 1

GIPA - Georgian Institute of Public Affairs



Application Form for Students

General Information

Name and Surname		
Date and (date, month, year) and Place of Birth		
Citizenship		
E-mail Address		
Mobile Phone Number		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Residence Address		
City and the Postal Code, Country		
Name and Surname and Telephone of the Contact Person in Case of Emergency		

Home university

Home University		
School in the Home University		
Study Program (indicate fully)		
Average Score GPA: a) Current b) Previous Level (bachelor's level if applicable)		
Ongoing Course in the Moment of Departure (indicate the respective information)	<input type="checkbox"/> I Course (Master) <input type="checkbox"/> II Course (Master) <input type="checkbox"/> I Course (Bachelor) <input type="checkbox"/> II Course (Bachelor) <input type="checkbox"/> III Course (Bachelor) <input type="checkbox"/> IV Course (Bachelor)	
Address, City, Country		
Telephone Number of the Person Responsible for the Exchange Program		

E-mail Address of the Person Responsible for the Exchange Program	
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Foreign Languages

Please indicate the level of knowledge of foreign language:			
1. Language: Foreign Language 1	Lower than Average A1 <input type="checkbox"/> A2 <input type="checkbox"/>	Average B1 <input type="checkbox"/> B2 <input type="checkbox"/>	High C1 <input type="checkbox"/> C2 <input type="checkbox"/>
2. Language: Foreign Language 2	Lower than Average A1 <input type="checkbox"/> A2 <input type="checkbox"/>	Average B1 <input type="checkbox"/> B2 <input type="checkbox"/>	High C1 <input type="checkbox"/> C2 <input type="checkbox"/>
3. Language: Foreign Language 3	Lower than Average A1 <input type="checkbox"/> A2 <input type="checkbox"/>	Average B1 <input type="checkbox"/> B2 <input type="checkbox"/>	High C1 <input type="checkbox"/> C2 <input type="checkbox"/>

Host university

Name of Host University	
Main Study Direction in the Host university	
Name of the Study Program/Programs	
Study Level within the Scope of the Exchange University	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral
Study Period According to the Calendar of the Host university	<input type="checkbox"/> I Semester (Autumn) <input type="checkbox"/> II Semester (Spring) <input type="checkbox"/> Full Academic Year <input type="checkbox"/> Other (please indicate)
Address, City, Country	
Telephone Number of the Person Responsible for Exchange Program	
E-mail Address of the Person Responsible for Exchange Program	

Courses Considered by the Exchange Program

Course Code (if applicable)	Name of the Course (as it is indicated in the course catalogue of the host university)	Semester (Autumn/ Spring)	Number of credits to be awarded by the Host university (ECTS)
Total Number of Credits			

Date:

Applicant's Signature: _____

Annex 2

GIPA - Georgian Institute of Public Affairs**Consent Form of a Student Participating in the Exchange Program**

I, _____ the student of the _____ program of NNLE GIPA – Georgian Institute of Public Affairs hereby confirm by signing this Consent Form that the representative of the International Relations office gave me a full information regarding the conditions of the exchange educational program. I give my consent to cover the following costs on my expense:

Costs of travelling to and returning from the foreign country	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Costs of accommodation in the foreign country	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Tuition Fee	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Costs of Travel Health Insurance Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Costs of Acquiring Visa	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Living Expenses (meals, transport and other)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Costs Related to the Exchange Program	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I am also informed that during participation in the exchange educational program I will not be exempted from the obligation of paying the tuition fee for the respective semester/ semesters in the University.

I am also informed that if for any reason I will refuse to participate in this program before the start of the exchange educational program, I will not be reimbursed the expenses incurred by me.

I am also informed about the study courses to be taken in the partner higher education institution of foreign country and if any change made to the list of courses the University is not held responsible.

I am also informed that if I take other courses besides the study courses agreed in advance, the credits considered with those study courses may not be recognized by the University or may be recognized only in credits considered for the selective components.

I am also informed that I may not be able to graduate from the educational program of the University I am enlisted at within the term established by the academic length (4 years in Bachelor's level/ 2 years in Master's level/ 3 years in Doctoral level) with the credits accumulated by participation in the exchange educational program and may need to take additional semester/ semesters in order to fully accumulate the credits considered by the educational program of the University.

I am also informed about the system of assessing the study results of the student that are in force in the partner higher education institution of foreign country and confirm that the representative of the University provided consultation regarding the correspondence/ transfer of evaluation system to me.

I also take obligation of observing the legislation of the host country and internal regulations of the partner higher education institution of foreign country and understand that in case of violating any other above I will be the sole responsible party.

Date:

(Name and Surname) and Signature of the Student Participating in the Exchange Educational Program:

Annex 3

GIPA - Georgian Institute of Public Affairs

Learning Agreement



General Information

Name and Surname	
Date and (date, month, year) and Place of Birth	
Citizenship	
E-mail Address	
Mobile Phone Number	
Name of the Host university	
Academic Year	
Semester	
Name of the Study Program/Programs	
Study Level within the Exchange Program	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral

Number of Recommended Credits in a Semester:

Best Practice – 30 Credits ECTS;

Minimum Number of Credits in a Semester – 18 ECTS.

Course Code (if applicable)	Name of the Course (as it is indicated in the course catalogue of the host university)	Name of the Course Corresponding to GIPA ¹	Number of Credits (ECTS)

¹ Courses that will be used to substitute the courses taken in the host university and the credits will be recognized

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The Student

I agree that the nomination implies only one semester and extension of this nomination is not possible.

Signature of a Student

Date: -----

The Home university

We hereby confirm that the proposed study program/ learning agreement is approved.

Signature of a Responsible Person

Date: -----

The Host university

We hereby confirm that the proposed study program/ learning agreement is approved.

Signature of a Responsible Person

Date: -----

General Information

Name and Surname	
Date and (date, month, year) and Place of Birth	
Citizenship	
E-mail Address	
Mobile Phone Number	
Name of the Host university	
Academic Year	
Semester	
Name of the Study Program/ Programs	
Study Level within the Exchange Program	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral

Number of Recommended Credits in a Semester:

Best Practice – 30 Credits ECTS;

Minimum Number of Credits in a Semester – 18 ECTS.

Course Code (if applicable)	Name of the Course (as it is indicated in the course catalogue of the host university)	Cancelled Course	Added Course	Code of the Courses of GIPA	Number of Credits (ECTS)

² Is filled out only in case of need

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The Student

I agree that the nomination implies only one semester and extension of this nomination is not possible.

Signature of a Student

Date: -----

The Home university

We hereby confirm that the proposed study program/ learning agreement is approved.

Signature of a Responsible Person

Date: -----

The Host university

We hereby confirm that the proposed study program/ learning agreement is approved.

Signature of a Responsible Person

Date: -----

Annex 4 (a)

GIPA - Georgian Institute of Public Affairs

Questionnaire³/ Manual for the Students Participating in the Exchange Program

General Information

Name of the Host university	
Location of the Host university	
Main Study Direction in the Host university	
Name of the Study Course/ Courses	
Level of the Study within the Exchange Program	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral
Date of Filling Out/ Interview ⁴	

Technical Administration of the Exchange Program:

1. Please indicate from 1 to 5, where 1 means low and 5 means high evaluation, how organized was the host university for supporting the students of exchange programs?

1	2	3	4	5

Please share your comment:

2. Was the contact person/ coordinator available?

1. Yes ➔
 2. No ➔

Please share your comment:

3. Did you solve administrative and technical issues easily?

³ The given Questionnaire is a plan which in case of need dives in deeper and into the details.

⁴ The date of submitting the Questionnaire by the students' interview date should not exceed one month counted from the day of return.

1. Yes ➔

2. No ➔

Please share your comment:

4. Did you have full information about the schedule and study process?

1. Yes ➔

2. No ➔

Please share your comment:

Educational Process in the Host university:

1. Based on your experience, how effective or ineffective was the educational process in the host university? (please choose one answer)

- a. Very effective
- b. Effective
- c. Somewhat effective, somewhat ineffective
- d. Ineffective
- e. Fully ineffective

Please share your comment:

2. In your experience, was the educational process in the host university good or bad quality? (please choose one answer)

- a. Very good quality
- b. Quality
- c. Somewhat quality, somewhat – not
- d. Poor quality
- e. Fully without a quality

Please share your comment:

3. Please evaluate from 1 to 5, where 1 is low and 5 is high evaluation, the lecturers'/ professors' qualification?

1	2	3	4	5

Please share your comment:

4. Please evaluate from 1 to 5, where 1 is low and 5 is high evaluation, how interactive/ innovative was the teaching method?

1	2	3	4	5

Please share your comment:

5. Please evaluate from 1 to 5, where 1 is low and 5 is high evaluation, how would you assess the materials: literature/ researches used in the process of study?

1	2	3	4	5

Please share your comment:

Strengths of the Exchange Program:

How would you evaluate the strengths of the exchange program and what was your significant positive experience/ what did you gain in this process?

Please share your comment:

Weaknesses of the Exchange Program:

How would you evaluate the weaknesses of the exchange program and what would be your recommendation for further development of the process?

Please share your comment:

Annex 4 (b)

GIPA - Georgian Institute of Public Affairs



Questionnaire⁵/ Manual for the Students Participating in the Exchange Program of Research Component

General Information

Name of the Host university	
Location of the Host university	
Main Study Direction in the Host university	
Name of the Study Course/ Courses	
Level of the Study within the Exchange Program	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral
Date of Filling Out/ Interview ⁶	

Technical Administration of the Exchange Program with Research Component:

1. Please indicate from 1 to 5, where 1 means low and 5 means high evaluation, how organized was the host university for supporting the students of exchange programs with research component?

1	2	3	4	5

Please share your comment:

2. Was the contact person/ coordinator available?

3. Yes ➔
 4. No ➔

Please share your comment:

3. Did you solve administrative and technical issues easily?

⁵ The given Questionnaire is a plan which in case of need dives in deeper and into the details.

⁶ The date of submitting the Questionnaire by the students' interview date should not exceed one month counted from the day of return.

3. Yes ➔

4. No ➔

Please share your comment:

4. Did you have full information about the purpose of your visit?

3. Yes ➔

4. No ➔

Please share your comment:

Research Process in the Host university:

1. Based on your experience, how effective or ineffective was the research process in the host university? (please choose one answer)

- a. Very effective
- b. Effective
- c. Somewhat effective, somewhat ineffective
- d. Ineffective
- e. Fully ineffective

Please share your comment:

2. Based on your experience, how effective or ineffective was the research process in regards of meeting your prior expectations? (please choose one answer)

- a. Very effective
- b. Effective
- c. Somewhat effective, somewhat ineffective
- d. Ineffective
- e. Fully ineffective

Please share your comment:

3. Please evaluate from 1 to 5, where 1 is low and 5 is high evaluation, qualification of your research colleague/ professors?

1	2	3	4	5

Please share your comment:

4. Please evaluate from 1 to 5, where 1 is low and 5 is high evaluation, how innovative/ modern was the research method?

1	2	3	4	5

Please share your comment:

5. Please evaluate from 1 to 5, where 1 is low and 5 is high evaluation, how would you assess the materials used in the research: literature/ researches?

1	2	3	4	5

Please share your comment:

Strengths of the Exchange Program with Research Component:

How would you evaluate the strengths of the exchange program with research component and what was your significant positive experience/ what did you gain in this process?

Please share your comment:

Weaknesses of the Exchange Program with Research Component:

How would you evaluate the weaknesses of the exchange program with research component and what would be your recommendation for further development of the process?

Please share your comment:

Annex 5

GIPA - Georgian Institute of Public Affairs



Application Form for the Academic Personnel

General Information

Name and Surname		
Academic Degree/ Position		
Date (day, month, year) and Place of Birth		
Citizenship		
E-mail Address		
Mobile Phone Number		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Residence Address		
City, Postal Code, Country		

Home University

Home University	
School in the Home University	
Employment Status at Home University	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (the employment agreement is in force until <u>day/month/year</u>) <input type="checkbox"/> Affiliated (the agreement concluded with the home university is in force until <u>day/month/year</u>)
(Mark relevant information)	
Address, City, Country	
Telephone Number of the Person Responsible for the Exchange Program	

E-mail Address of the Person Responsible for the Exchange Program	
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Host University

Name of the Host University	
Department/ Unit	
Address, City, Country	
Name, Surname and Position of the Contact Person During the Visit	
Telephone Number of the Person Responsible for the Exchange Program	
E-mail Address of the Person Responsible for the Exchange Program	

Courses Considered by the Mobility Program

Name of the Course at the Host University	
Main Study Direction at the Host University	
Official Language of the Course of Lectures	
Length of Mobility from (day, month, year) to (day/month/year)	
Number of Days (with deduction of the days needed for travel)	
Number of Teaching Hours	
Name of the Lecture Course	
Name of the Study Program	

Level of Study (Bachelor/ Master/ Doctoral)	
Purpose of Mobility (minimum 50 words)	
Expected Results of the Mobility (minimum 50 words)	

Date:

Applicant's Signature: _____

Annex 6

GIPA - Georgian Institute of Public Affairs



Application Form for the Administrative Personnel

General Information

Name and Surname		
Position		
Date (day, month, year) and Place of Birth		
Citizenship		
E-mail Address		
Mobile Phone Number		
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Residence Address		
City, Postal Code, Country		

Home University

Home University	
Home School/ Structural Unit of the University	
Employment Status at Home University (Mark relevant information)	<input type="checkbox"/> Full Time (permanent agreement) <input type="checkbox"/> Part Time (the employment agreement is in force until <u>day/month/year</u>) <input type="checkbox"/> Intern (the agreement concluded with the home university is in force until <u>day/month/year</u>)
Address, City, Country	
Telephone Number of the Person Responsible for the Exchange Program	

E-mail Address of the Person Responsible for the Exchange Program	
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Host University

Name of the Host University	
Structural Unit	
Address, City, Country	
Name, Surname and Position of the Contact Person During the Visit	
Telephone Number of the Person Responsible for the Exchange Program	
E-mail Address of the Person Responsible for the Exchange Program	

Activities Considered by the Mobility Program

Direction of Mobility	
Official Working Language	
Length of Mobility from (day, month, year) to (day/month/year)	
Number of Days (with deduction of the days needed for travel)	
Name of the Training Program (if applicable)	
Purpose of Mobility (minimum 50 words)	
Expected Results of the Mobility (minimum 50 words)	

Date:**Applicant's Signature:** _____

Annex 7

GIPA - Georgian Institute of Public Affairs**Consent Form of a Student Participating in ERASMUS+ Exchange Program**

I, _____ the student of the _____ program of NNLE GIPA – Georgian Institute of Public Affairs hereby confirm by signing this Consent Form that the representative of the International Relations office gave me a full information regarding the conditions of the exchange educational program.

I am also informed that during participation in the exchange educational program I will not be exempted from the obligation of paying the tuition fee for the respective semester/ semesters in the University.

I am also informed that if for any reason I will refuse to participate in this program before the start of the exchange educational program, I will not be reimbursed the expenses incurred by me.

I am also informed about the study courses to be taken in the partner higher education institution of foreign country and if any change made to the list of courses the University is not held responsible.

I am also informed that if I take other courses besides the study courses agreed in advance, the credits considered with those study courses may not be recognized by the University or may be recognized only in credits considered for the selective components.

I am also informed that I may not be able to graduate from the educational program of the University I am enlisted at within the term established by the academic length (4 years in Bachelor's level/ 2 years in Master's level/ 3 years in Doctoral level) with the credits accumulated by participation in the exchange educational program and may need to take additional semester/ semesters in order to fully accumulate the credits considered by the educational program of the University.

I am also informed about the system of assessing the study results of the student that are in force in the partner higher education institution of foreign country and confirm that the representative of the University provided consultation regarding the correspondence/ transfer of evaluation system to me.

I also take obligation of observing the legislation of the host country and internal regulations of the partner higher education institution of foreign country and understand that in case of violating any other above I will be the sole responsible party.

Date:

(Name and Surname) and Signature of the Student Participating in the Exchange Educational Program: