

Rules for Participation in International Student Exchange and Mobility Programs

Article 1. Purpose and scope of regulation

1. The purpose of the Rules for Participation in International Student Exchange and Mobility Programs (hereinafter - the Rule) of European University LLC (hereinafter - the University) is to facilitate the participation of University students in international exchange and mobility programs.
2. The Rule establishes the terms and conditions related to the use of the international exchange and mobility programs by University students.
3. The basis for the implementation of the University's international exchange and mobility programs can be a bilateral written document (memorandum, inter-institutional agreement, etc.) concluded with a partner foreign higher educational institution, an international project established by the University, or another international project in which the University participates.

Article 2. Announcement of the Call

1. The basis for announcing the call for international exchange and mobility programs is the availability of relevant vacancies (scholarships).
2. Before announcing the call on international exchange and mobility programs, the head of the relevant educational program is obliged to acquaint himself/herself with the catalog of study courses provided by the International Relations Office and confirm their compliance with the relevant educational program of the University.
3. The order regarding the announcement of the call is issued by the Rector of the University on the basis of a written request of the Head of the International Relations Office.
4. The legal act issued by the Rector shall reflect the procedure for conducting the competition for participation in the international student exchange or mobility program, the deadline, the competition conditions and the criteria for the selection of contestants in accordance with this Rule.
5. Information about the competition conditions, procedures and deadlines will be posted on the website of the University; the information about the current call will also be distributed through the University's official social media channels, the EUNISIS platform, and via SMS.
6. During the competition, the International Relations Office will regularly host information sessions, with details shared via the communication channels outlined in paragraph 5 of this Article. Interested students may also contact the International Relations Office for individual consultations.

Article 3. Procedure for Selecting Students to Participate in Exchange and Mobility Programs

1. Candidates who meet the requirements listed below can submit an application for the competition announced for participation in the international exchange or mobility program:
 - a) During the competition period, the candidate must be enrolled in the University's Bachelor's, Master's or One-Cycle educational program and enjoy the status of an active student;
 - b) A student of a Bachelor's/Master's or one-cycle educational program must have completed at least 1 semester at the time of submitting the application;
 - c) The candidate's weighted average academic performance score must be at least 2.5;

d) The total duration of mobility undertaken and planned by the candidate at a single educational level must not exceed 12 months;

e) The candidate must demonstrate proficiency in English (and/or another foreign language relevant to the planned mobility) at a minimum of B2 level according to the Common European Framework of Reference for Languages (CEFR);

f) In addition to the prerequisites outlined in this rule, any additional requirements specific to a particular competition will be published in accordance with Article 2 of this rule.

2. To participate in the competition, interested candidates must submit an electronic application in accordance with the conditions outlined in this rule and within the deadline specified for the specific competition. A candidate may apply to a maximum of three universities during a single competition period, indicating their preferences. The electronic application form must be completed once, and the candidate is required to submit the following documents (all documents must be provided in English):

a) A copy of the passport or, in its absence, an identity card;

b) CV (it is recommended to use Europass format);

c) Certificate confirming the active status of the student at the University;

d) Transcript of Records with reference to the average score (GPA);

e) A valid international certificate, if available, confirming proficiency in English (and/or another relevant foreign language) at a minimum B2 level is required. Accepted certificates include: IELTS (minimum 5.5 points), TOEFL iBT (minimum 67 points), TOEFL CBT (minimum 183 points), TOEFL PBT (minimum 513 points), FCE, CAE, Aptis, or proof of enrollment in program taught fully in English.

f) Letter of recommendation issued by the lecturer;

g) A document confirming the belonging to a vulnerable group, if any.

3. After the application deadline has passed, the first stage of selection involves reviewing the submitted applications. The purpose of this stage is to assess the relevance of the candidate's application to the competition. During this stage, the following will be checked:

a) Compliance of the candidate's study level, semester and academic field with the proposed program;

b) Compliance of the documents submitted by the candidate with Paragraph 2 of this Article;

c) Compatibility of the candidate's academic performance with the minimum requirement defined by Subsection "c" of the Paragraph 1 of this Article;

4. The results of the application review stage will be communicated by the International Relations Office via email. Candidates whose applications meet the competition's requirements will proceed to the second stage of selection. The purpose of this stage is to assess whether the candidate's language competence meets the minimum requirement defined in Subsection "e" of Paragraph 1 of this Article. Applicants who have submitted a document confirming their language proficiency in the application will be considered to have passed this stage. Applicants who have not submitted a language proficiency document will be invited to take a language proficiency test.

5. In the second stage, the University will conduct an English language competence test. The exam will be administered by a commission consisting of at least two English language specialists. The test will assess the applicant's proficiency in four language skills: listening, writing, reading, and speaking. To demonstrate B2-level competence, the candidate must score at least 60 out of a maximum of 100 points. The exam duration for each candidate is 2 hours and 15 minutes, including a half-hour break.

- Listening (max. 25 points) - 20 min.
- Writing (max. 25 points) - 30 min.

- Reading (max. 25 points) - 40 min.

Break: 30 min.

- Speaking (max. 25 points). 15 min. (with couple)

The reading and listening sections are evaluated based on predetermined correct answers, while the written and speaking competencies are assessed by calculating the arithmetic average of the scores given by the members of the examination commission.

6. Candidates who successfully pass the first and second stages of selection will proceed to the third stage, which involves the evaluation of candidates. The evaluation commission will consist of at least three members, nominated by the International Relations Office and approved by a Rector's order. The commission will include the representative of the International Relations Office, the Head of the candidate's educational program, and the Dean of the relevant faculty. The assessment will be based on the following criteria:

- Academic performance - max. 10 points (score is calculated by multiplying the student's GPA by 2.5);
- Language competence - max. 10 points (B2 – 5 points; C – 10 points);
- Interview - max. 30 points.

The interview with the applicant is conducted face-to-face or remotely, in English and/or in the language in which the mobility is planned. At the interview stage, the commission evaluates the applicant's motivation, communication skills and readiness to participate in the mobility program. Each member of the commission evaluates the candidate with a maximum of 30 points, and the score of the mentioned stage is calculated by calculating the arithmetic average of the evaluation of each member of the commission. The distribution of interview points is as follows:

- Motivation - max. 10 points;
- Personal readiness - max. 10 points;
- Communication skills/self-presentation skills - max. 10 points.

7. The applicant's final score is determined by adding the scores obtained in the three criteria outlined in Paragraph 6 of this Article. To be considered for nomination, an applicant must achieve a minimum of 30 points out of a possible 50.

Article 4. Preparation of the Study Plan for Students who are Candidates for Nomination

1. The International Relations Office will send the selected candidate a Learning Agreement template, a catalog of available courses, and detailed instructions. Based on these documents, the student will select their preferred courses, complete the "before mobility" section of the agreement, and submit it to the International Relations Office for review.

2. The review of the learning agreement, as described in Paragraph 1 of this Article, will be conducted by a commission consisting of the Head (Chairman) of the student's educational program, the quality assurance manager of the relevant faculty, and a specialist in the field. The commission will review the courses selected by the student, and if they are deemed appropriate, the Chairman of the commission will sign the "before the mobility" section of the learning agreement. Additionally, the commission will issue a conditional individual study plan.

3. The student will be officially nominated after the study contract is signed by both the student and the Chairman of the commission.

Article 5. Student nomination procedure

1. Nomination refers to the submission of a candidate's application to the host university for final selection. Based on the available vacancies at each host university, candidates who score higher than others in the same selection process—ranked by competitive points—will be nominated. Those who do not accumulate enough points for nomination will be placed on a reserve list. In addition to the competition score, priorities established in agreement with the host

university (e.g., study level or field) may also be considered during the nomination. If a candidate applies to multiple universities, the nomination process may take into account the preferences they indicated when submitting their application.

2. Nomination results will be communicated to each candidate via email. The nominated candidate is required to confirm or decline the offer in writing within three working days of receiving the notification. If the candidate declines the nomination, their place will be offered to the next candidate on the reserve list.

3. Following nomination, the host university will provide the final confirmation of the candidate's acceptance. The selected candidate will receive an invitation or acceptance letter from the host university, along with an informed consent form from the International Relations Office of the University. This form will include a conditional individual study plan as an appendix, marking the completion of the selection process.

Article 6. Rights and Obligations of Students Participating in the Competition

1. At the application stage, the applicant is responsible for adhering to the established deadlines, preparing the necessary documents for the competition, and ensuring the authenticity and validity of the documents and information provided.

2. The nominated/selected student is obliged to:

a) Confirm or decline the offer to participate in the exchange program in a timely manner;

b) Follow the instructions provided by both the home and host universities, carefully adhering to all relevant deadlines;

c) Complete visa procedures in a timely manner;

d) Attend the pre-departure orientation meeting organized by the International Relations Office of the University;

e) Comply with the mobility start and end dates set by the host university, attend lectures and exams, and not leave the host university without prior approval from the International Relations Office of the host university;

f) Immediately inform both the home and host universities of any changes to the learning agreement and ensure a tripartite signed version of the study contract (Learning Agreement) is in place at each stage of mobility;

g) Complete the recognition procedure upon return, following the guidelines outlined in Article 8, Paragraph 6 of this Rule;

h) Familiarize themselves with the terms of the grant agreement.

Article 7. Financial Issues

1. Selection in the Erasmus+ credit-mobility competition automatically includes eligibility for a scholarship, based on pre-established criteria. Information regarding the duration and exact amount of the scholarship for a specific university will be provided to the student during the competition application process.

2. The scholarship is awarded by the host university. The terms and conditions for awarding the scholarship may vary depending on the internal regulations of the specific university or country. These terms will be outlined in the grant agreement signed between the host university and the student.

3. While participating in the international exchange or mobility program, the selected student is exempt from paying tuition fees at the host university. However, this exemption does not apply to any other administrative fees that may be charged by the host university.

4. During the exchange or mobility program, the student maintains an active status at the home university and continues to pay tuition fees accordingly. The tuition fee is calculated based on the student's learning agreement and is proportional to the credits to be completed. The student must pay the mobility semester fee in full before the start of the mobility semester.

5. Students from vulnerable or special groups may be eligible for additional financial support under the Erasmus program. This financial supplement may apply to:

- a) Socially vulnerable individuals;
- b) Internally displaced persons;
- c) Persons with disabilities;
- d) Members of large families (with many children);
- e) Persons permanently residing in highland areas;
- f) Persons living in border regions;
- g) Family members of deceased individuals who were involved in protecting territorial integrity.

If the host university's definition of vulnerable groups differs from the one outlined above, the host university will provide the relevant information to the selected candidate.

Article 8. Determining Compliance of Credits and Recognition Procedure

1. The goal of an international exchange or mobility academic program is for students to earn credits at the host university, which will be fully recognized within their home academic program. To ensure this recognition, a learning agreement and an individual study plan are created in accordance with Article 5 of this Rule.

2. If, due to unforeseen circumstances, the student needs to make changes to their learning agreement before or within two weeks of the start of the mobility, they must notify the International Relations Office and the Head of their educational program in writing. In such cases, the International Relations Office will reconvene the initial commission. After review and agreement, the changes will be confirmed by signing an updated learning agreement, and the student will receive the revised version of their conditional individual study plan.

3. If the student fails to earn 30 credits, as required by the standard semester load at the host university, or if the credits earned do not fully align with the 30 credits in their home program, the student must complete additional credits upon returning to make up for the shortfall. The student will be informed of this requirement during the nomination stage, when preparing the conditional individual study plan.

4. The student is responsible for paying the additional credit fee in the corresponding semester after returning. As an exception, if the completion of a specific course was outlined in the initial study contract but the student is unable to complete the course due to the fault of the host university, the student will be exempt from paying the additional credit fee.

5. To recognize the credits obtained during the exchange or mobility semester, the student must follow the following procedures upon his/her return:

- a) After receiving the official Transcript of Records, the student must ensure its translation into Georgian and notarization.
- b) The student must submit a statement to the relevant faculty with a request to evaluate the relevance of the credits earned at the host university. The study process manager of the student's program will assist in preparing the statement.
- c) Once the statement is approved, the faculty will issue a report regarding the compatibility of the credits earned at the host university with the home program (as outlined in the learning agreement). The student must submit the faculty's report, learning agreement, Transcript of Records and a certificate confirming the in-person delivery of courses completed during the mobility period to the National Center for Educational Quality Enhancement (EQE), located at #2 Merab Aleksidze Str., Tbilisi.
- d) Upon receiving the certificate from the National Center for Educational Quality Enhancement (EQE), the student must ensure the document is submitted to the University to complete the credit recognition process.