



Approved by the University

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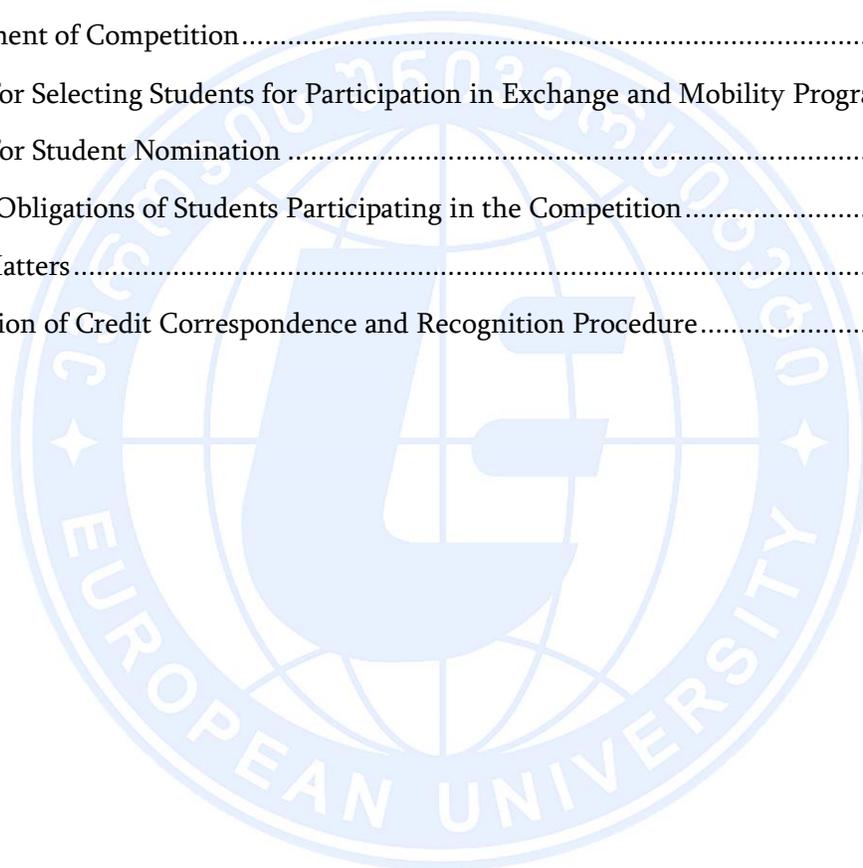
Amendment introduced by:

*Order No. 15976 of February 23, 2026 of the Rector of
European University LLC*

Rules for Student Participation in International Exchange and Mobility Programs

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Article 1. Purpose and Scope of Regulation

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

Article 2. Announcement of Competition

1. The basis for announcing a competition regarding international exchange and mobility programs is the existence of relevant vacant positions (scholarships or other sources of funding).
2. Prior to announcing a competition regarding international exchange and mobility programs, the head of the relevant educational program is obliged to review the catalog of courses provided by the International Relations Office and confirm their correspondence with the University's relevant educational program.
3. An order regarding the announcement of the competition is issued by the University Rector on the basis of a written request from the head of the International Relations Office.
4. The legal act issued by the Rector shall reflect the procedure, timeline, competition conditions, and candidate selection criteria for holding the competition for student participation in international exchange or mobility programs, in accordance with these Rules.

Within the framework of the current competition, additional or different evaluation criteria may be defined by the Rector's legal act.

5. Information on competition conditions, procedures, and timelines shall be published on the European University website; information on ongoing competitions shall also be disseminated through the University's official social media channels and email.
6. During the competition period, the International Relations Office regularly holds informational meetings, about which information is disseminated through the communication channels indicated in paragraph 5 of this article. Interested students have the opportunity to contact the International Relations Office for individual consultations.



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

1. An application for a competition announced for the purpose of participation in an international exchange or mobility program may be submitted by a candidate who meets the following requirements:

- a) The candidate must be enrolled in a bachelor's, master's, or one-cycle educational program at European University during the competition period and must hold active student status;
- b) A student of a bachelor's or one-cycle educational program must have completed a minimum of 1 semester at the time of application submission; a master's level student may submit an application from the first semester of the program;
- c) The candidate's weighted average academic grade must be no less than 2.5;
- d) The total of completed and planned mobilities during one educational level shall not exceed 12 months;
- e) The candidate must have proficiency in English (and/or another foreign language in which the mobility is planned) at a minimum B2 level according to the Common European Framework of Reference for Languages (CEFR)¹;
- f) In addition to the prerequisites provided for by these Rules, if additional prerequisites exist within the framework of a specific competition, information shall be publicly published in accordance with Article 2 of these Rules.

2. In order to participate in the competition, an interested candidate must submit an application electronically, in accordance with the conditions defined by these Rules and within the deadline set for the specific competition. A candidate may indicate a maximum of three universities (with stated priorities) during one competition period. The electronic application form is filled out once, and the candidate must submit the following documents (all listed documents must be submitted in English):

- a) A copy of the passport, or in its absence, an identity document;
- b) CV (use of Europass format is recommended);
- c) A certificate confirming the student's active status at European University;
- d) A transcript of the student's current grades indicating the weighted average grade;
- e) If available, a valid international certificate confirming English language proficiency at a minimum B2 level (IELTS - min. 5.5; TOEFL iBT - min. 67; TOEFL CBT - min. 183; TOEFL PBT - min. 513; FCE; CAE; Aptis; a certificate confirming that the student is enrolled in an English-language program and has completed an English language B2 level course). In cases where mobility is conducted in a foreign language other than English, submission of a valid international certificate confirming minimum B2 level proficiency is **mandatory**;
- f) A recommendation letter issued by a lecturer (for long-term (min. 1 semester) mobilities only);
- g) If applicable, a document confirming membership in a vulnerable group.

¹ The candidate must have completed or be currently taking an English language B2.1 or subsequent level course during the competition period (for long-term (min. 1 semester) mobilities only)



3. After the deadline for receiving applications, the first stage of selection consists of reviewing the candidate's application; the purpose of this stage is to determine the formal compliance of the candidate's application with the competition conditions, and the following are verified:

- a) The correspondence of the candidate's level, semester, and academic field with the offered program;
- b) The compliance of the documents submitted by the candidate with paragraph 2 of this article;
- c) The compatibility of the candidate's academic performance with the minimum requirement defined in subparagraph "c" of paragraph 1 of this article;

Notification of the results of application review is ensured by the International Relations Office via email.

Candidates whose applications are deemed compliant with the formal requirements of the competition will proceed to the second stage of selection; the purpose of the second stage is to determine the compliance of the candidate's language proficiency with the minimum requirement defined in subparagraph "e" of paragraph 3.1 of this article. Candidates who have submitted a document confirming the relevant level of language proficiency in the application form will be considered to have passed the second stage. Candidates who have not submitted a language proficiency document in the application form will be invited to a language proficiency test.

5. At the second stage, the language proficiency test for English is ensured by the International Relations Office of European University in coordination with the examination center; the English language exam tests the candidate's three language competencies (listening, reading, and language use skills) in accordance with the CEFR B2 level competency requirements.

6. Candidates who successfully pass the first and second stages of selection proceed to the third stage of selection, which involves the evaluation of candidates. The evaluation commission is composed of a minimum of 3 members submitted by the International Relations Office and approved by the Rector's order. The commission includes a representative of the International Relations Office, the head of the candidate's educational program, and the dean of the relevant faculty. If necessary, during the interview stage, a foreign language specialist approved by the Rector's order may also be represented on the evaluation commission. Evaluation is conducted in two stages:

Stage I - evaluation of the candidate's application according to the following criteria:

- Academic performance - max. 15 points (the score is calculated by multiplying the student's GPA by 3.75)
- Prior experience within the Erasmus+ exchange program - max. 3 points:
 - 3 points - no prior experience
 - 1 point - used the Erasmus+ exchange program once
 - 0 points - used the Erasmus+ exchange program 2 or more times;
- Status of membership in a vulnerable group (determined in accordance with paragraph 5 of Article 6 of these Rules) - max. 2 points;

Stage II - Interview



The interview with the candidate takes place in person or remotely, in English and/or in the language in which the mobility is planned.

During the interview stage, the commission evaluates the candidate's motivation, communication and adaptation skills in relation to participation in the mobility program. Each member of the commission evaluates the candidate with a maximum of 30 points, and the score for this stage is calculated by computing the arithmetic mean of the scores submitted by each commission member.

The distribution of interview scores is as follows:

- Motivation - max. 10 points
- Adaptation skills/personal readiness - max. 10 points
- Communication/self-presentation skills - max. 10 points

In cases where the number of students who successfully pass Stage I of evaluation significantly exceeds the number of vacant positions within the competition, the Rector's order, based on the submission of the head of the International Relations Office, may define a reasonable number of students who proceed to the interview stage, taking into account the points they have accumulated.

7. The candidate's final competition score is calculated by summing the points received in the criteria provided for in paragraph 6 of this article. The candidate must accumulate a minimum of 30 out of a maximum of 50 points in order for their candidacy to be considered for nomination.

Article 4. Procedure for Student Nomination

1. Nomination refers to the submission of a candidate to the host university for the purpose of final selection. Taking into account the available vacant positions, the candidate(s) who accumulate more points than their competing candidates in the same selection process, based on the ranking list compiled on the basis of competition scores, are nominated to each host university. Candidates who fail to accumulate sufficient points for nomination are placed on the reserve candidate list. During nomination, in addition to the competition score, priorities agreed upon with the host university (e.g., academic level/field) may also be taken into account. Also, in cases where a student submits applications to several universities simultaneously, the priorities indicated by the candidate at the time of application submission may be taken into account during the nomination process.

2. Information regarding nomination is provided to each student via email. Upon receiving information about nomination, the student must hold a verbal consultation with the head of their educational program regarding the status of their study plan; on this basis, the nominated candidate is obliged to confirm in writing or decline the received offer to the International Relations Office via email within three working days of receiving the notification. In cases where the candidate declines the nomination, their place will be taken by the next candidate in the reserve list by ranking.



3. Following nomination, the student receives a catalog of English-language courses from the host university, about which they are obliged to inform the International Relations Office and the head of their educational program.

The International Relations Office shares the learning agreement template and completion instructions, and the student shares the list of desired courses with the parties, on the basis of which the head of the educational program reviews the "pre-mobility" version of the learning agreement; during the review process, at the decision of the program head, the need for the involvement of a subject specialist may additionally be determined.

The student and the head of their educational program confirm agreement on the learning agreement by signature, after which the student is obliged to ensure the signature of the host university on the learning agreement.

If for any reason the student is obliged to make changes to their study plan before the start of mobility or within two weeks of its commencement, they are obliged to notify the International Relations Office of the home university and the head of their educational program in writing about the change. In such cases, the head of the educational program reviews the change and it is confirmed by signing the amendments section of the learning agreement and submitting an updated version of the conditional individual study plan to the student.

4. The final confirmation of the candidate's acceptance is issued by the host university. The selected candidate will receive an invitation/acceptance letter from the host university, and an informed consent form from the International Relations Office of the home university, to which a conditional individual study plan is attached as an appendix, and the selection procedure is completed upon the student's signature of this plan. The conditional individual study plan is provided to the student after the completion of the semester spent at the home university prior to mobility.

5. Paragraphs 2, 3, and 4 provided for by this article do not apply to cases of blended intensive or other short-term mobility.

Article 5. Rights and Obligations of Students Participating in the Competition

1. At the stage of application submission, the student is responsible for meeting the established deadlines, submitting all documents required by the competition in full, and for the authenticity and validity of the documents and information submitted by them.

2. A nominated/selected student is obliged to:

a) Timely confirm or decline the offer to participate in the exchange program;

b) Strictly follow the instructions received from the home and host universities, observing the relevant deadlines;



- c) If necessary, timely attend to visa procedures;
- d) Attend the pre-departure orientation meeting organized by the International Relations Office of the home university;
- e) Observe the start and end dates of mobility defined by the host university; attend lectures at the host university, appear for exams, and not leave the host university early without agreement with the International Relations Office of European University;
- f) In the event of changes to the learning agreement, immediately notify both the home and host parties; maintain the final version of the trilaterally signed learning agreement at every stage of mobility;
- g) Upon return, complete the credit recognition procedure in accordance with the instructions defined in paragraph 6 of Article 8 of these Rules;
- h) Review the grant agreement.

Article 6. Financial Matters

1. Selection in a competition announced within the framework of Erasmus+ credit mobility automatically implies the acquisition of a scholarship, in accordance with pre-established rates. Information on the duration and exact amount of the scholarship for a specific university will be available to the student during the competition period, in the competition announcement.
2. The scholarship is awarded by the host university. The rules and conditions for awarding the scholarship may differ according to the internal regulations of a specific university or country. These matters are regulated by the grant agreement concluded between the host university and the student.
3. During the period of using the international exchange or mobility program, the selected student is exempt from the obligation to pay tuition fees at the host university (this does not apply to any other administrative fees that may be determined by the host university).
4. During the period of using the exchange or mobility program, the student retains active status at the home university, which means they continue to pay tuition fees to European University. Tuition fees are calculated according to the student's learning agreement, proportional to the credits to be recognized at the home university. The student must cover the full cost of the mobility semester before the start of the mobility semester.
5. In cases where a student belongs to any type of vulnerable/special group, additional financial resources may be available to them within the framework of the Erasmus program.

Receipt of the financial supplement may apply to:

- a) Socially vulnerable persons;



- b) Forcibly displaced persons;
- c) Persons with disabilities;
- d) Members of large families;
- e) Persons permanently residing in highland settlements;
- f) Persons residing in border territories;
- g) Family members of persons killed in defense of territorial integrity.

In cases where "vulnerable groups" are defined differently by the host university, the selected candidate will be informed by the host university.

Article 7. Determination of Credit Correspondence and Recognition Procedure

1. The purpose of the academic program of international exchange or mobility is to acquire credits at the host university in such a way that they are fully recognized within the student's home academic program. To ensure this, a learning agreement and individual study plan are drawn up in accordance with Article 5 of these Rules.

2. The determination of correspondence between educational programs and the recognition of education received during the exchange program/mobility period is carried out in accordance with Article 16 of the Academic Process Regulation of European University LLC.

3. In cases where the student fails to accumulate 30 credits as provided for by the standard semester workload during their studies at the host university, or the credits received are not fully equivalent to 30 credits in their home program, the student must complete additional credits after returning in order to compensate for the deficit. The student is informed of this during the nomination stage, when the conditional individual study plan is being prepared.

4. The student pays the cost of additional credits after returning, in the relevant semester. As an exception, in cases where the completion of a specific course was provided for in the original learning agreement, but the student is unable to complete this course due to the fault of the host university, the student is exempt from the obligation to pay for the additional credit.

5. In order to recognize credits obtained during the exchange or mobility semester, the student must follow the following procedures upon return:

- a) Upon receiving the official transcript, ensure its translation into Georgian and notarization;
- b) Submit an application to the relevant faculty requesting the preparation of a conclusion on the correspondence of credits received at the host university; assisting in the preparation of the application is within the competence of the academic process management manager of the student's program;



- c) Upon satisfaction of the application, the faculty issues a conclusion on the compatibility of credits received at the host university with the home program (according to the learning agreement); the conclusion issued by the faculty, the learning agreement, the transcript, and a certificate confirming that the components completed by the student during the mobility period were taught in person must be submitted by the student to the LEPL - National Center for Educational Quality Enhancement (NCEQE - address: #2 Merab Aleksidze Street, Tbilisi).
- d) For the purpose of completing the credit recognition process, after receiving confirmation from the LEPL - National Center for Educational Quality Enhancement (NCEQE), the student ensures the submission of the document to the University.

