Georgian National University (SEU)

Rules and Procedures for Administering a Bilateral Exchange Educational Program for Students

SEU

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The International Relations Office of Georgian National University (SEU) shall coordinate the dissemination of information on exchange educational programs administered by SEU, and the selection of candidates shall be exercised through the following procedures:

**Documentation to be Submitted**

To apply for the competition, all applicants must submit the following documents:

* Cover letter (in English);
* CV (in Europass format - https://europa.eu/europass/en/create-europass-cv) (in English);
* Letter of recommendation from SEU academic staff;
* International proficiency certificate in English or (another language provided by the exchange program) (IELTS 5.0; TOEFL PBT 500; CAE). In case of not having a certificate, the applicant shall take the internal university B2 level exam;
* Identity card / passport (e-version);
* Other relevant documentation requested by the competition.

**Dissemination of Information**

Information on competition conditions, procedures and deadlines for exchange programs shall be posted on the University website, as well as via reg.seu.edu.ge, via email and social media. The International Relations Office shall hold information meetings with interested candidates about the announced competition; information about the meeting shall be disseminated in the above-mentioned way.

**Participation Requirements for the Competition**

To participate in the competition, the candidate must meet the following requirements:

1. At the time of the competition, the candidate must be a student of Georgian National University (SEU) at the relevant academic level with the active student status;

2. The candidate must submit an application for the mobility of the relevant level at which he / she is a student of, during the competition;

3. The candidate must have the appropriate level of language competence and academic achievement (preferably GPA 3.0);

4. The candidate must submit all the mandatory documents indicated in the competition application form published by the University.

Candidates shall be required to abide by the terms, procedures and deadlines of the competition. It is not allowed to make any changes in the application after the end of the competition; applications received beyond the appointed day, shall not be considered.

**Student Selection Procedure**

Upon completing the applications, the candidates shall be selected by Georgian National University (SEU) through the following stages:

1. Reviewing and evaluating application documents: the purpose of this stage is to determine the validity of each applicant's application so that the documents received meet the requirements of the competition; checking if all mandatory documents are attached; whether the student's academic performance meets the competition requirements.

2. Interviewing with the Commission: the purpose of this stage is to determine the motivation of the candidate; the prospects of realization of the acquired knowledge. The interview shall be conducted in a foreign language appropriate to the requirements of the host university. The interview commission shall consist of 3 members: a representative of the International Relations Service, a professor nominated by the faculty and an administration employee. Each member of the commission shall evaluate the candidate independently and the final answer shall be obtained through open ballot system.

3. Nomination of candidates to the partner university: at this stage, the International Relations Service shall send the list of nominated candidates to the partner university within the timeframe set by it for final selection along with the application documents. The final selection shall be made by the partner university.

Informing students who fail to meet the selection criteria and drop out of the competition shall be provided by the International Relations Office. Students shall be sent information through the University corporate email.

In case the number of applicants provided by the competition is limited and the applicants have identical qualification requirements, preference shall be given to the student with higher academic achievement; if applicants have equal academic achievement, preference shall be given to the student with the highest score in language competence; in case the candidates have the same competence according to any of the above criteria, they shall be selected based on the results of the interview.

In case of a positive response from the host university, the student shall be obliged to notify the International Relations Service in writing (by e-mail) within 3 working days to receive the final confirmation of participation in the exchange program. Violation of this deadline by the student shall be considered as a refusal and the mobility opportunity shall be automatically transferred to the next candidate on the reserve list (if any).

**Student Exchange Agreement**

The student selected upon the competition results shall be required to prepare a student exchange agreement before leaving for the host university. Confirmation by signing the exchange agreement from SEU shall be exercised by the head of the student's educational program in coordination with the International Relations Service. The student must send the completed agreement with an indication of the chosen subjects to the International Relations Service e-mail address. The Service shall agree on the indicated subjects with the head of the relevant educational program and return the student the agreement signed by the head of the program. The study agreement shall be then signed by the student and the host university after which the student shall be obliged to return the electronic version of the agreement to the International Relations Service.

**Credit Recognition**

Upon successful completion of the exchange program, credits obtained at the host university shall be recognized in accordance with the relevant regulations of SEU.

Following the completion of the exchange program, the student shall be obliged to obtain recognition of the received credits before the beginning of the next semester according to the set procedures. Subjects shall be credited according to the SEU system; thus, the subjects shall be awarded the number of credits as awarded for the relevant SEU subject.

In order for the credits to be recognized, the student must submit a transcript issued by the host university and a final, mutually signed study agreement.

**Contact Persons**

During the exchange program, the SEU International Relations Service shall assign a student coordinator, who will be the student contact person at the SEU throughout the program. The SEU International Relations Office shall request the same from a partner university.