



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution	
Responsible Unit	Department of Strategic Development and International Relations
Address	35, Ninoshvili street, 6010, Batumi, Georgia
Email	erasmus@bsu.edu.ge ; ird@bsu.edu.ge
Web address	https://bsu.edu.ge/?lang=en
Regulations/Law/Rulebook for mobility	<ul style="list-style-type: none">➤ EU guide for Erasmus +ICM;➤ Georgian regulations on International Mobility (in accordance with Bologna Process and ECTS system);➤ Regulations of partner institution countries educational Law

I. Selection procedure

Selection of students	
Call for applications	<p>Call for applications are held twice - in the mid of November and in the mid of May. However in case of request by partner institutions additional calls can be also held.</p> <p>There are three steps of application procedures:</p> <p><i>Stage One:</i> submission of required documents on the institutional online platform by the deadline of the application call;</p> <p><i>Stage Two:</i></p> <p>Applicants take test in foreign languages (according to the requirements of hosting institution) at BSU Examination Centre unless</p>

	<p>they cannot provide any internationally recognized certificates;</p> <p><i>Stage Three:</i></p> <p>Applicants are interviewed by the Erasmus + Institutional Selection Committee.</p> <p>The selecting process, including dates, selection criteria, requirements etc. are structured as an annex to the order issued by the rector of BSU.</p>
<p>Application documents</p>	<ul style="list-style-type: none"> • ID/Passport; • Proof of enrolment • Europass CV • Letter of Motivation • Transcript of Records • Certificate confirming economic, social or health problem (If applicable) • Official Transcript of previous Diploma or Degree (for master and PhD Students) • Pre-acceptance letters from the host university (For the PhD students)
<p>Selection criteria/Score system</p>	<p>The overall assessment score (max 100 points) is figured out as follows:</p> <ul style="list-style-type: none"> ➤ Motivation (0-5) ➤ CV (0-5) ➤ Interview with the Erasmus + Institutional Selection Committee (0-20) ➤ Academic Competence - GPA (0-30) ➤ Foreign Language (0-40)
<p>Priority</p>	<p>Applicants with highest scores are selected for the Erasmus + International Credit Mobility unless there are any additional requirements from the receiving institution (additional interview, double selection procedure etc.).</p>

	<p>In case of equal scores, priorities are given to the students</p> <ul style="list-style-type: none"> ➤ belonging to the group with fewer opportunities, i.e. refugee, handicapped, orphan, coming from a single parent family, recipient of a scholarship, etc.; ➤ with no previous exchange experience.
Selection committee	<p>Applicants are interviewed by the Erasmus + Institutional Selection Committee. The interview is designed to explore candidates' motivation to participate in Erasmus+, assess consistency of their project with the programme, evaluate their critical thinking skills and general understanding of their field of study and other social and communication skills.</p> <p>The selecting process, including dates, selection criteria, requirements etc. are structured as an annex to the order issued by the rector of BSU.</p>

Selection of staff	
Call for applications	<p>Call for applications are held twice - in the mid of November and in the mid of May. However in case of request by partner institutions additional calls can be also held.</p> <p>There are three steps of application procedures:</p> <p>Stage One: submission of required documents on the institutional online platform by the deadline of the application call;</p> <p>Stage Two:</p> <p>Applicants are interviewed by the Erasmus + Institutional Selection Committee.</p> <p>The selecting process, including dates, selection criteria, requirements etc. are</p>

	<p>structured as an annex to the order issued by the rector of BSU.</p> <p>Applicants with highest scores are selected for the Erasmus + International Credit Mobility unless there are any additional requirements from the receiving institution (additional interview, double selection procedure etc.).</p>
Commission/Responsible Unit	Erasmus + Institutional Selection Committee; Department of Strategic Development and International Relations
Selection criteria	<ul style="list-style-type: none"> ➤ The competence of English and/or the language of instruction at the receiving institution; ➤ Affiliation to the home institution and the relevant work experience; ➤ Application Relevance; ➤ Staff Mobility Agreement; ➤ Relevance of the work plan;
Priority/Restrictions	<p>Priority</p> <p>In case of equal scores, priorities are given to the candidates</p> <ul style="list-style-type: none"> ➤ belonging to the group with fewer opportunities, i.e. refugee, handicapped, orphan, coming from a single parent family, recipient of a scholarship, etc.; ➤ with no previous exchange experience. <p>Restrictions</p> <p>Restrictions are subject to the candidates who are not affiliated to the sending institution.</p>
Application documents	<ul style="list-style-type: none"> • ID/Passport; • Proof of enrolment • Europass CV • Letter of Motivation • Transcript of Records

	<ul style="list-style-type: none"> • Certificate confirming economic, social or health problem (If applicable) • Official Transcript of previous Diploma or Degree (for master and PhD Students) • Pre-acceptance letters from the host university (For the PhD students)
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II. Recognition procedure

Recognition of student mobility	
Documents	<ul style="list-style-type: none"> ➤ Learning agreement (LA) signed by both parties (sending and receiving institutions). ➤ Transcript of records issued by receiving institution. ➤ The order issued by the sending intuitions on the recognition of ECTS credits accumulated by students at hosting institution on the basis of LA and Transcript of records; ➤ The special application form filled by the Erasmus+ ICM exchange students for the submission to the Ministry of Education of Georgia. ➤ Final confirmation on recognition ECTS credits accumulated by students at hosting institution issued by the Ministry of Education of Georgia. .
Procedure	<p><i>Before the Mobility</i></p> <p>The learning agreement is confirmed by the sending faculty, department and the office for Strategic Development and International Relations. The signed agreement is the basis of recognition together with the Transcript of records issued by receiving institution on ECTS</p>

	<p>credits accumulated by Erasmus+ ICM exchange students.</p> <p>After the Mobility</p> <p>After returning to the home institution students bring the transcript of records issued by the hosting institution. On the basis of the Transcript of records issued by receiving institution the order is issued by the sending intuitions on the recognition of ECTS credits accumulated by students at hosting institution. After that the required document (enlisted above) with original transcripts of records and the special application form filled by the students are submitted to the ministry of Education of Georgia. The ministry issues the order on the final confirmation of recognition on the basis of which home institution allocates the ECTS credits with assessment in the Students Academic Profile.</p>
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Recognition of staff mobility	
Documents	<ul style="list-style-type: none"> ➤ Staff Mobility Agreement signed by both parties (sending and receiving institutions); ➤ Work Plan (in accordance to the mobility); ➤ Certificate of Participation (or any other document proving the mobility at hosting institution)
Procedure	<p>Staff Mobility participants provide the report of their mobility to the host institution together with the required documents enlisted above. The results of mobility are considered as the additionally acquired capacity in terms of their academic/administrative activities further</p>

	envisaged as priorities in their career development.
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