



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution	
Responsible Unit	International Relations and International Student Services Department
Address	Merab Kostava Str. 77a, 0171, Tbilisi, Georgia
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Web address	www.ug.edu.ge
Regulations/Law/Rulebook for mobility	https://ug.edu.ge/en/gacvliTi-programebi

I. Selection procedure

Selection of students	
Call for applications	Call for applications is announced on the university website: https://ug.edu.ge/en/gacvliTi-programebi Information is disseminated via online student platform MY UG, as well as university's social media pages.
Application documents	Application Form Transcript of Records English Language Certificate Motivation Letter CV
Selection criteria/Score system	Academic Performance – 30p English Language Competency – 30p Motivation – 20p CV – 15p +5p for first time participants Applicants receiving at least 50% of each criterion are eligible for selection. The

	<p>student(s) with the highest total score are approved; students with results of 60 or more are put in the reserve list and the remaining applications are rejected. The results are disseminated amongst the applicants and 3 days are given for appeal. A person outside of original evaluation committee reviews the appeals and the final results are approved by the Rector.</p>
Priority	<p>First time participants Students with fewer opportunities</p>
Selection committee	<p>Vice Rector of International Relations Head of the International Students Dept. Mobility Coordinators Faculty Representatives</p>

Selection of staff	
Call for applications	<p>Call for applications is announced via online staff platform Online UG, as well as through staff emails.</p>
Commission/Responsible Unit	<p>Rector Vice-Rector of appropriate department (for administrative staff mobility) Dean of the appropriate School (for academic mobility) Head of the Human Resources Dept. Head of International Students Dept. Mobility Coordinator</p>
Selection criteria	<p>20 points Motivation Letter 40 points English Language Competence 40 points Proposed Mobility Program (Curriculum for teaching mobility; Objectives, values and activities for training mobility). +5 points for first-time participants</p>

Priority/Restrictions	Priority: First time participants Participants with fewer opportunities Affiliated Professors (for academic mobility)
Application documents	Mobility Agreement CV Motivation Letter List of Publications (for academic mobility)

II. Recognition procedure

Recognition of student mobility	
Documents	Transcript of Records Syllabus for all taken courses
Procedure	<p>The recognition at the University of Georgia is managed by the Credit Recognition Department within the Study Process Management office of UG with cooperation of the head and representatives of the appropriate study program in accordance with the credit recognition rules set out by the National Center of Educational Quality Enhancement of Georgia. The compatibility of the learning results achieved within the framework of another educational program is determined based on the analysis of the student's passed component syllabi (field and general competencies corresponding to the learning goals and results) and/or on the basis of the exam. The commission is authorized to require the student to pass the exam if, based on the analysis of the syllabus, the compatibility of the study results cannot be determined. The decision on the recognition of credits is made based on the analysis of learning goals and results provided by the syllabus.</p>

	<p>The decision of the commission can be appealed once to the rector in accordance with the law.</p>
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Recognition of staff mobility	
Documents	Report
<p>Procedure</p>	<p>For the staff mobility, the academic and administrative staff are required to prepare an oral and written report on their mobility period to the Academic Council of the University of Georgia. The participant staff members present the process of the mobility as well as results – acquired skills, knowledge, information, contacts – and suggestions for institution’s, faculty’s or study program’s further development.</p>