

Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution	
Responsible Unit	International Relations Office
Address	Akhalgazrdoba Ave. Lane 5/7 Kutaisi, 4600 Georgia
Email	international@kiu.edu.ge ; mariam.naneishvili@kiu.edu.ge
Web address	www.kiu.edu.ge
Regulations/Law/Rulebook for mobility	<ul style="list-style-type: none"> - Law of Georgia on Higher Education; - LEPL - Kutaisi International University Rule of Recognition of Credits in the framework of student mobility

I. Selection procedure

Selection of students	
Call for applications	The call is announced on the University website and the emails are sent to students with relevant information
Application documents	<p>Academic record</p> <p>Personal CV in English</p> <p>English certificate: B2 or higher</p> <p>Motivation letter</p> <p>Others (Additional documentation regarding achievements (optional))</p>
Selection criteria/Score system	<ol style="list-style-type: none"> 1. The GPA (up to 5 points); 2. English Certificate (B2 4 points, C1 4,5 points and C2 5 points); 3. The motivation letter (up to 5 points); 4. Applicant's CV (up to 5 points); 5. Others. (Up to 3 points);

	6. The level of the official language (University is located) through the presentation of the certificate or equivalent accreditation (5 points). (OPTIONAL)
Priority	<ol style="list-style-type: none"> 1. Students with a scholarship from the Ministry of Education and Science of Georgia 2. Be a large family member, according to the recognition of the country of origin 3. Be a member of a single parent family 4. Have a disability more significant than 33% officially recognized in the country of origin or residence 5. Have refugee or internally displaced person (IDPs) status in the country of residence 6. Risk of social exclusion or social emergency 7. Be an orphan 8. Students working full time
Selection committee	Selection committee members are representatives of the Faculty and International Office

Selection of staff	
Call for applications	The call is announced on the University website and the emails are sent to the faculty
Commission/Responsible Unit	Selection committee members are representatives of the Faculty, International Office, and human capital development office
Selection criteria	<ol style="list-style-type: none"> 1. The motivation letter (up to 5 points); 2. Applicant's CV (up to 5 points); 3. Others. (Up to 3 points);
Priority/Restrictions	Full time academic staff
Application documents	<p>The motivation letter</p> <p>Applicant's CV</p>

	Others.
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II. Recognition procedure

Recognition of student mobility	
Documents	Transcript of Records – International Exchange
Procedure	The Transcript of Records received from the partner university is overviewed and evaluated by the relevant faculty and University quality enhancement officer

Recognition of staff mobility	
Documents	CONFIRMATION OF ERASMUS STAFF MOBILITY – signed by the partner/hosting university
Procedure	The document of CONFIRMATION OF ERASMUS STAFF MOBILITY – has to be accepted by the relevant faculty and University international office