

The Rule of Implementing Joint Educational Programs, Participating in Exchange Programs and Enrolling Foreign Students

Article 1. General Provisions

1. Internationalization of education serves as one of the significant challenges for Caucasus University (hereinafter referred to as “The University”). With this purpose, the university supports strengthening international experience in educational programs.
2. On the basis of cooperation with partner universities, the university carries out exchange and joint (double) degree programs, short-term courses and scholarship programs.
3. The present rule defines the rule of implementing joint educational programs; types of exchange programs, rules and conditions of participation of students and academic, scientific, invited and administrative personnel in exchange programs; the rules of recognizing the credits obtained within the scope of the exchange program.
4. The issues which are not regulated by the present rule, are defined by the internal university normative acts and the legislation of Georgia.

Article 2. Joint educational program

1. The aim of carrying out joint educational programs is to integrate into the international educational space and support regional development.
2. The school selects the educational program within the scope of which it desires to develop the joint educational program or the partner university initiates the offer on implementing the joint educational program for the respective program.
3. After the school selects the program, in case of the school request, International Relations and Projects Department assist the school to find the partner university taking into consideration its quality and experience.
4. The negotiating procedure starts with the selected university, the program is shared and content compliance is defined. The Quality Assurance Department gets involved in comparing the program and defining its compliance after which the parties develop the structure of the program.
5. After selecting the partner and the program, the proposal is submitted to the University President and the Quality Assurance Department. If necessary, accreditation procedures of the program start, the budget is defined and resources are planned.
6. To carry out joint programs, the university signs a respective agreement with higher Educational Institutions (partner universities) of foreign countries through which the content, forms of implementation and the rule of assessment are defined. Such an agreement is agreed preliminarily with the National Center for Educational Quality Enhancement⁸. To implement the joint educational program for which it is obligatory by the Law of Georgia on Higher Education to go through accreditation, and it is admissible only after going through accreditation. As for the joint program accreditation, it is carried out in accordance with the rule defined by the legislation of Georgia.
9. The student will be enrolled into the joint educational program on the basis of the legislation of the respective country and the agreement signed between partner universities, at one of the partner Higher Educational Institutions defined by the Caucasus University and its partner university.

Article 3. Exchange educational programs

1. Caucasus University carries out exchange programs with Higher Educational Institutions of foreign countries at all three levels of education for students, administrative, academic and scientific personnel.

2. The exchange educational program is carried out on the basis of the exchange agreement signed between Caucasus University and the high educational establishment recognized in accordance with the legislation of the foreign country.
3. In accordance with the law defined by the legislation of Georgia, before signing the agreement on exchange, the university gets from the National Center for Educational Quality Enhancement written information on respectively recognizing the legislation of the foreign country of the respective Higher Educational Institution.
4. Mobility of students, administrative and/or academic/scientific personnel in the high educational institution of the foreign country and/or from the foreign university to Caucasus University is carried out during not more than one year unless otherwise stated on the basis of the agreement signed with the partner university.

Article 3.1. Students within the exchange program scope

- 3.1.1. The agreement on exchanging students envisages accumulation of the definite amount of credits of students taking part in the exchange educational program at the Higher Educational partner Establishment.
- 3.1.2. The student of Caucasus University continues to study at the partner university in accordance with the rule defined by the legislation of the foreign country.
- 3.1.3. Conditions of taking part in the exchange program, the list of documents to be submitted and the selection procedure are defined in accordance with the present rule.
- 3.1.4. The student of Caucasus University taking part in the exchange program is not terminated the status of the student.
- 3.1.5. In case of mobility of students from Caucasus University to partner universities, after selecting the student, the partner university sends the list of the components/courses to be gone through by the student (s) after which correspondence is defined ("Learning Agreement"). The correspondence document is signed by the respective school, Director of Quality Assurance Department, Director of International Relations and Projects Department and the student taking part in the exchange program. The original of the compliance form is kept in the service of study processes management and students' registration.
- 3.1.6. The student of Caucasus University taking part in the exchange program, should accumulate minimum 20 and maximum 35 ECTS during one exchange semester whereas during one academic year the amount of credits should not exceed 75 ECTS.
- 3.1.7. The student of Caucasus University taking part in exchange programs is obliged to go through registration before mobility following the rules and terms defined at the university for those courses/components which are indicated in the correspondence form and pay the respective cost of credits. The student is obliged to ensure payment of the semester fee before mobility in accordance with the selected courses/components.
- 3.1.8. In case of making amendments to the compliance form (change in training courses/components), the student taking part in the exchange program is obliged to immediately, but not within more than 3-week term after the case, send the changed correspondence form to Caucasus University after which the respective school of the University makes corrections.
- 3.1.9. In accordance with his/her interest, the student can additionally go through the respective course s/he desires, which does not correspond with the ones envisaged by the program of Caucasus University and, respectively, such courses/components will not be recognized at the Caucasus University. In such a case, the student does not pay additional amount for the course at the Caucasus University.
- 3.1.10. The information about the credits accumulated by the student of Caucasus University at the partner university educational establishment is sent electronically within maximum 5 weeks after the semester ends;

Article 3.2. Incoming Exchange Students

- 3.2.1. In accordance with the legislation of the foreign country, the student taking part in the exchange program of the recognized partner Higher Educational Institution, who has gained the status of the student at the Higher Educational Institution of the foreign country, continues studying at Caucasus University at the respective high educational level on the basis of the decree of the university president;
- 3.2.2. Student at any level has the right to take part in the exchange program.
- 3.2.3. To participate in the competition, the interested individual should fill in the electronic application form and submit the following documents to this email: ir@cu.edu.ge:

- A letter of official nomination from the sending university;
- Mobility Agreement(indicating selected courses);
- Language level verification certificate: B2 Level – IELTS (6.0) TOEFL (78);
- Transcript of marks;
- Filled-in EUROPASS CV.

3.2.4. The competition commission (hereinafter referred to as “the commission” discusses and assesses the documents submitted by nominated candidates. The commission takes into consideration when making a decision academic achievements of candidates and the level of foreign language knowledge. Applicants are notified by e-mial abuot their status.

3.2.5. The list of Incoming Exchange is registered by the commission protocol which, together with the explanatory note of the director of the International Relations and Projects Department is submitted to the university president to issues a respective decree.

3.2.6. Caucasus University has the right to require form nominated students additional participation in the internal competition;

3.2.7. The exchange program participant students are nominated about the decision by e-mail and the information is also public placed on the university website;

Article 3.3. Outgoing Exchange Academic, administrative and scientific personnel

3.3.1. Academic, administrative and scientific personnel of Caucasus University is able to use mobility at the foreign university not more than once during one academic year expect the case when in accordance with the agreement signed by the partner university, another term is defined.

3.3.2. The aim of mobility in the exchange program of academic and scientific personnel is to conduct lectures, share experience and practices and scientific–research work with students in partner universities; the aim of mobility of administrative personnel is to conduct working meetings and sharing experience with respective structural units.

3.3.3. Academic personnel working fulltime or non–full-time basis are eligible for taking part in the program is they have the experience of conducted lectures in English and doing scientific–research work.

3.3.4. To take part in the competition, the interested academic personnel should submit the follwoig documents in the English language:

- The copy of the international passport;
- Filled in application form;
- CV in the Europass format;
- The essay which should reflect the experience of working at Caucasus University; information about the projects and programs in which the applicant took part together with Caucasus University or as the representative of Caucasus University;
- 1 Letter of Recommendation from the School.

3.3.5. Submitted application documents are discussed by the competition commission. The commission nominated selected candidates. The information/documents about selected participants is provided to the receiving university. The final selection of academic personnel is done by the receiving university;

3.3.6. Academic, scientific and administrative personnel list to be sent within the scope of the exchange program is approved by the protocol of the commission which, together with the note of the director of the department of international relations is submitted to the university president to issue a respective decree.

3.3.7. The receiving university has the right to require from the nominated person additional internal competition participation;

3.3.8. Persons taking part in the exchange program are notified about the university decision by e-mail and the information is public which is placed at the official website of the university.

3.4. Incoming Exchange Academic, administrative and scientific personnel

3.4.1. Academic, scientific and administrative personnel of the partner university is able to use mobility at the Caucasus University during not more than one academic year except the case if in accordance with the agreement signed with the university, another term is not defined.

3.4.2. The aim of foreign academic personnel mobility is to conduct lectures, share experience, practices and scientific-research activities with the students of the respective faculty students; as for the administrative personnel mobility aim, they are responsible for conducting business meetings with respective structural units of the partner university and share the experience.

3.4.3. Academic and scientific personnel have the right to take part in the program who have the experience of holding lectures and are nominated by the coordinator of the sending university.

3.4.4. Academic personnel interested in taking part in the competition should submit the following documents to this email: ir@cu.edu.ge:

- a letter of nomination from sending university;

- A copy of the passport;

- Mobility Agreement form

3.4.5. Application documents submitted by the interested persons are discussed by the competition commission which nominates selected candidates.

3.4.6. Academic, scientific and administrative personnel list to be arriving within the scope of the exchange program is registered by the commission protocol which together with the note of the director of the department of international relations and projects is submitted to the university president to issue a respective decree.

3.4.7. Caucasus university has the right to request from the nominated person to take part in additional internal competition;

3.4.8. The persons taking part in the exchange program, are notified about the university decision electronically and the information as well is public placed on the university official website.

3.5. ERASMUS + Exchange Program

3.5.1. Caucasus University takes part in the EU-funded ERASMUS + exchange program and within its scope students of Caucasus University, its administrative and academic/scientific personnel have the possibility to use mobility and with no financial expenses go to the Higher Educational Institution of the foreign country. Mobilities implemented within the scope of ERASMUS + are funded by this program and respective stipends are issued. The program fully funds study, activities, living and travel costs of the participant. The amount of monthly stipend is defined in accordance with the receiving country. The student of ERASMUS + exchange program is not freed from the respective semester fee at the university.

3.5.2. Within the scope of ERASMUS + mobility program, with the view of accumulating credits, students of BA, MA and PhD levels can go to the educational establishment of Caucasus University if they meet the requirements defined by this program.

3.5.3. Mobility of administrative, academic and scientific personnel can vary between 7 days and 3 months.

3.5.4. Within maximum 5 weeks after the end of ERASMUS + mobility program, the host university sends the transcript of academic courses/components to Caucasus university so that the process of recognizing credits of students starts.

3.5.5. The right to take part in ERASMUS+ exchange program is given to the academic/scientific personnel or the person holding the administrative position who has the experience of teaching courses and carrying out activities in the English language.

3.5.6. Academic, scientific and administrative personnel who meet the condition defined by the present rule, fill in the plan developed for the exchange program which is then discussed by the competition/selection commission.

3.5.7. After the commission reviews application documents the selected candidate is nominated. Selection is registered by the commission protocol. The document/information about the selected candidates is provided to the receiving university and after its approval, personnel is finally selected and the respective decree is signed.

3.6. Exchange programs funded by the donor organization

3.6.1. Students, academic, scientific and administrative personnel have the possibility to take part in exchange program funded by donor organizations independent of Caucasus University.

3.6.2. The person taking part in such a program him/herself ensures preparation for the competition and going through respective procedures.

3.6.3. In case of the student, university involvement is expressed only in the process of recognizing the compliance with credits (if such one exists). The receiving university sends the list of courses/components to be gone through by the students after which the compliance is defined (Learning Agreement). The document of correspondence is signed by the respective school, director of quality assurance department and the director of the department of international relations and projects.

Article 4. Terms and conditions of taking part in the exchange program

1. At the end of every academic semester, the International Relations and Projects Department sets the quotas for exchange programs on the basis of the offer of partner higher educational establishments.

2. For the purposes of taking part in exchange programs, the student participates in the competition announced by the department of international relations and projects.

3. Those eligible for taking part in exchange programs are:

- II, III or IV level BA students of the first semester;
- II level MA students of any semester/trimester;
- PhD students of any stage.

4. The following individuals are not able to take part in the exchange program:

- Students who have financial debt at the Caucasus University;
- Those who do not meet the requirements envisaged by the framework agreement and the present decree;
- Those who have already been beneficiaries of “Erasmus Mundus” or “Erasmus+” grant at the same level;
- Disciplinary responsibility or any other measures have been used against him/her.

5. Terms and conditions of taking part in the exchange program are defined as follows:

- Students should have international English language certificate (IELTS- 6.0; TOEFL-78) or any other respectively recognized B2 certificate;
- Students should have current GPA at minimum 3.0 (in case of the non-rating student);
- BA students should have graduated the first academic year at Caucasus University successfully;
- BA, MA and PhD students should not be in their final semester except the case is the dean of the respective school verifies in writing that the student is not able to complete BA/MA/PhD program in one semester.

Article 5. Documents necessary to be submitted for taking part in exchange programs

1. To take part in the competition, active students of Caucasus University should submit the following documents in the foreign language:

- A copy of an ID/Passport;
- Filled-in application form;
- Euro-pass electronic CV;
- International foreign language certificate (IELTS - minimum 6.0 /TOEFL - 78) or any other respectively recognized B2 level one;

- Transcript;
 - A letter of motivation;
 - 1 letter of recommendation;
 - Certificate verifying social vulnerability and/or problems related with health condition;
2. Caucasus University administrative, scientific and academic personnel should submit the following documents in the English language to take part in the competition:
- A copy of the international passport;
 - Filled-in application form;
 - Europass CV; (See, the instruction on the link);
 - The essay which should reflect experience of working for Caucasus University);
 - Information about the projects and programs in which the applicant has taken part together with the university or as the representative of Caucasus University;
 - Certificate verifying problems related with social vulnerability and/or healthcare condition (if appropriate);
 - 1 letter of recommendation from the University school.

Article 6. Selection procedure of students for the exchange program

1. The selection commission reviews submitted application documents.
2. The commission is made up of the following members: president of Caucasus University, Director of the International Relations and Projects Department representative of the respective school.
3. The commission nominates selected candidates. Priority in the competition is given to the student who has high academic results (GPA) and his/her level of English corresponds with IELTS/TOEFL or any other recognized B2 level certificate and s/he submits the certificate verifying his/her social vulnerability and/or problems with healthcare (if such one exists). Priority in the competition among the students with equal conditions is given to those who have no "F" marks in the transcript.
4. Information/documentation about the selected candidates is provided to the receiving university.
5. Final selection of students takes place by the receiving university;
6. The list of students to be sent for taking part in the exchange program is drawn up with the respective protocol which is submitted to the university president together with the explanatory note of the director of the department of international relations and projects for issuing a respective decree.
7. The receiving university is entitled to the right to request from the nominated student additional internal competition participation or meeting any other additional requirement(s);
8. Persons taking part in the exchange program are notified about the university decision electronically and the information is as well public, placed at the university official website.

Article 7. Procedure of selecting academic, scientific and administrative personnel taking part in the exchange program

1. The board of competition reviews submitted application documents.
2. The commission is made up of the university president, representative of the International Relations and Projects Department, representative of the Human Resources Department and the one from the respective school.
3. In the competition priority is given to the person who submitted the document proving the fact that this person has the experience of conducting lectures in the English language and carried out activities too; the candidate submitted the certificate proving that s/he has no problem of social vulnerability and/or health condition (if observed) and if s/he has not been the beneficiary of such a program.
4. The commission nominates the selected candidate and provides information/documents to the host university;

5. The final academic, scientific and administrative selection takes place by the receiving university;
6. The list of persons sent for taking part in the exchange program, is signed by the commission protocol which is submitted to the university president together with the note of the director of the department of international projects and relations to issue a respective order
7. The receiving university is entitled to the right to request from the nominated personnel additional internal competition participation or meeting any other additional requirements;
8. The persons taking part in the exchange program are informed about the university decision electronically and the information is also public, placed on the official website of the university.

Article 8. Terms of participation of rating students in the exchange program funded by Caucasus University

1. The university offers students with high rating "Erasmus+" mobility with no competition and in case such one does not exist, funding of the university. International Relations and Projects Department nominates the students for exchange programs on the basis of the information received from the schools. In case the places are left, competition is announced among non-rating students.
2. The rating student participating in the funded exchange program should meet the following terms and conditions:
 - is regarded as the rating student according to the rating of 3 semesters (data of 1,5 years) and the GPA exceeds 3.8;
 - Has no academic/financial debt and is not subject to any disciplinary measure;
 - Presents international language certificate: IELTS- 6.0; TOEFL-78;
2. The student who meets the terms given in point 1 of the present article is regarded as the candidate to be funded for the exchange program.
3. In case the rating students' GPA is similar, scores are rounded and priority is given to those with high GPA.
3. The student to be funded for the exchange program is given the following funding by the university:
 - monthly stipend (during one semester) (this does not involve accommodation fee);
 - Two-way air ticket fee;
 - Travel insurance (the university selects the insurance company and the respective package);
 - Viza fee.
4. The student with high rating is funded only one semester whereas in case the student decides to take additional semester within the scope of the exchange program or take part in it again, all the expenses for taking part in the exchange program are funded by the student. Going through the additional semester is possible for the purpose of letting the student take part following those procedures which are essential for making sure that the student participates in the exchange program (in accordance with the conditions defined by the present rule).
5. The student participating in the exchange program who is funded the above-mentioned expenditures with a 1.5 year rating, is funded for the Caucasus University fee only in case the student, on the basis of terms and conditions of the framework agreement, is regarded as a rating student based on the ratings of 4 semesters. (Funded at business school – rating - I, II, III places, other schools - I place). The student who is not able to keep the rating at the end of the 2nd stage, pays fees at the Caucasus University him/herself in accordance with the place s/he gets at the rating.
6. The student who is eligible for funding and refuses to take part in the exchange program, is not related by another student followed in rating.
7. Selected students will depart to the partner university selected at the given stage by the department of international relations and projects, school administration and the university president.
8. Rules and procedures of participating in the exchange program are defined in accordance with the present rule.

Article 9. Rule of announcing the competition and publishing the outcomes

1. Information about the competitions announced by the department of international relations and projects department of Caucasus University is public (published on the university website and information is spread by

social media) and it is available for all interested parties. Information about announcing the competition is sent individually electronically to the respective target groups taking into consideration the specific nature of competition.

2. The winning candidates are electronically sent the notification by the representatives of the same department about the outcomes of the competition. The results are also placed on the official website of Caucasus University.

Article 10. Recognition of credits gone through within the scope of the exchange program

1. The process of credits obtained at the partner high educational establishment starts after the transcript is sent to the Caucasus University.

2. Certificate on recognizing credits by the university and the transcript are taken by the student to the National Center for Educational Quality Enhancement (hereinafter referred to as The Center) with the view of recognition and the student pays the respective fee.

3. The student ensures notarized translation of the transcript him/herself to submit to the center which should also be attached by the correspondence form.

4. If the approval is received from the center, the student's credits obtained at the high educational establishment of the foreign country get recognized.

5. Recognition of credits is made in accordance with the rules acting in the establishment.

Article 11. International short-term programs

1. The student of Caucasus University is able to take part in short-term programs organized by partner/non-partner high educational establishment.

2. There are the following two types of short-term programs:

- Caucasus University is announcing enrollment to short-term programs and takes on foreign students in exchange for paying the respective fee;

- Caucasus University spreads information about short-term programs for which students pay a respective fee to the receiving university.

2. The student taking part in the short-term program pays the program participation fee to the Caucasus University. The fee includes studying, accommodation, insurance and visits to the places envisaged by the program (if such exist).

3. The partner/non-partner university defines the terms and conditions of student selection requirements and participation in the short-term program announced by the partner/non-partner university. The student taking part in a short-term program, should meet the requirements of the receiving university.

4. Students desiring to take part in the program, fill in the respective application form and submit the requested documents to the receiving university. They inform the department of international relations and projects about this.

5. The student taking part in the short-term program have the right to get free credits for the training courses/components done at the partner/non-partner establishment in accordance with the rule and procedures defined at the university.

Article 12. Recognizing the credits obtained by the student in the non-partner high educational institution of the foreign country

1. The student has the right to go to study to the non-partner foreign country high educational institution.

2. On the basis of the written application of the student and the document verifying the enrollment of the student into the respective high educational institution, the student's status at the Caucasus University is terminated.

3. Recognition of credits accumulated in a non-partner university is made in accordance with the present rule with one difference that before departing to a non-partner university the respective form is not signed between the universities. Instead, after the student's arrival back to Georgia and s/he submits the syllabi and transcript

of training courses gone through at non-partner foreign high educational institution, the correspondence form is drawn up which is signed by the dean of the school, director of the department of international relations and projects and director of quality assurance department.

Article 13. The rule of enrolling the persons to the university and their mobility without united national exams/united post-graduate exams

1. The rule of enrolling the persons with the right to study into university without united national exams/general post-graduate exams is defined by the decree 224/5 of December 29, 2011 of the Ministry of Education, Science, Culture and Sport of Georgia (hereinafter referred to as the Ministry).
2. With the view of defining the language of the program of the persons defined by the order (citizens of foreign countries, persons with no citizenship, citizens of Georgia who satisfy the persons defined by the decree) the university conducts the interview (the so-called Skype-call) and the video recording of the mentioned interview is available for the ministry.
3. Citizens of Georgia who live/lived in a foreign country for not less than 75 days (one of the semesters) and obtained credits/qualification in a foreign country at the educational institution recognized in accordance with the legislation of this country, will gain the right to continue studying at the university (BA level) in case they successfully pass the the general skills exam organized by the LEPL “National Center for Assessment and Exams” (hereinafter referred to as the Center).
4. The rule of transferring the persons defined by point 2 of the present article from other high educational institutions of Georgia is regulated by the legislation of Georgia and internal normative acts of the university.
5. The person wishing to continue studies at the university goes through online registration and sends the following documents in accordance with the defined rule:
 - Copy of the notarized passport translated into Georgian;
 - Notarized copies of the school leaving certificate/BA diploma/ MA Diploma translated into Georgian, - notarized transcript translated into the Georgian language;
 - CV in English;
 - English language international certificate (IELTS- 6.0; TOEFL-78);
 - A latter of acceptance from the university they leave (in case of international mobility);
6. After the person successfully goes through the video interview and pays the application fee, the head of the university service of study process management and student registration prepares the letter on preliminary enrollment which afterwards is sent to the centre together with documents:
 - Notalized passport translated into Georgian;
 - Notarized attestate/diploma (together with transcript) translated into Georgian.
7. Besides the above-mentioned, the student-aspirant of the degree fills in the application form of the center and attaches to it the payment receipt of center services, which is submitted to the centre in the form of the appendix.
8. The person is enrolled on the basus of the decree of the university president and the one of the minister of education, culture and sport.
9. Applicants will be notified of the final decision about their enrollment by means of the electronic post.
10. The list of applicant students is approved by the protocol of the commission, which, together with the reporting note of the director of the department of international relations and projects is submitted to the president of the university.
11. Caucasus University has the right to require student(s) to submit additional documentation.

Learning Agreement

Exchange Program participants' Name and Surname:

Name of Home Faculty:

Host University Name:

Exchange Program Details:

Semester					
Component Code at Caucasus University	Component title of Caucasus University	ECTS Credit	Component Code at the Host University	Component title at the Host university	ECTS Credit

Course Relevance is approved and signed by:

	Name/ Surname	Signature	Date
Director of International Relations and Projects Department	Irena Melua		
Undergraduate Programs Director at Caucasus School of Business	Sopho Khundadze		
Director of Quality Assurance Department	Diana Mtchedlishvili		
Student			

Approval on participating into the Exchange Program

Student	
School	
Specialization	
Year of Study	
Partner University	
Year of Study, Semester	

By signing this agreement, I hereby certify, that I am fully informed about the Exchange Program details by the Exchange Programs Manager of Caucasus University, I have familiarized myself with the Learnign Agreement form and I take the responsibility for the following costs:

Tuition fee at Caucasus Univerisity	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tuition fee at the Host University	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Leaving costs durignt the Exchange Program	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Travel Insurance Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
International Travel	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Books	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Daily Expenses (food, transportation etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VISA Fees	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Other expenses related to the program

Yes

No

I am also informed, that in case, before the start of the program, I refuse to participate in the exchange program for any reason, the payment will not be reimbursed (unless there is a special agreement between me and the host University) and also I will have to cover all expenses, that Caucasus University or host University has incurred for me to participate in the program.

I also take the responsibility to abide the laws and regulations of the host University and country. In case of breaking the law, I take the full responsibility.

I am aware, that in case, before my departure my academic results will be lower to the minimum set requirement of the faculty and University, as well as, in case I hold the discipline sentence, I won't be able to participate in the exchange program. And if for any reason, I still decide to travel to the host University, the study results will not be recognized at CU at the end of the mobility.

I am also informed, that the attached list of courses are preliminary. The final list will be defined by the host University, CU doesn't take any responsibility on the final list.

I am informed, that according to the number of courses chosen at the host University, I may not be able to finish the program in 4 years and to pass the additional semester here at CU, in order to fully cover the study program of Caucasus University.

Learning Agreement

Exchange Program participants' Name and Surname:

Name of Home Faculty:

Host University Name:

Exchange Program Details:

Semester					
Component Code at Caucasus University	Component title of Caucasus University	ECTS Credit	Component Code at the Host University	Component title at the Host university	ECTS Credit

Course Relevance is approved and signed by:

	Name/ Surname	Signature	Date
Director of International Relations and Projects Department	Irena Melua		
Undergraduate Programs Director at Caucasus School of Business			
Director of Quality Assurance Department			
Student			

Approval on participating into the Exchange Program

Student	
School	
Specialization	
Year of Study	
Partner University	
Year of Study, Semester	

By signing this agreement, I certify, that I am fully informed about the Exchange Program details by the International Relations Department of the Caucasus University, I have familiarized myself with the Learning Agreement form and I take the responsibility to cover the tuition fee at Caucasus University based on the number of credits selected prior to participating in the program.

I am also informed, that in case, before the start of the program, I refuse to participate in to the exchange program for any reason, the payment will not be reimbursed (unless there is a special agreement between me and the host University) and also I will have to cover all expenses, that Caucasus University or host University has incurred for me to participate in the program.

I also take the responsibility to abide the laws and regulations of the host University and country. In case of breaking the law, I take the full responsibility.

I am aware, that prior to leaving for the host University, in case I have been subjected to disciplinary liability measures, I will not participate in to the Exchange Program. By bypassing the Caucasus University for continuing my studies at the partner University, the academic results will not be counted towards CU.

I am also informed, that the attached list of courses are preliminary. The final list will be defined by the host University, CU doesn't take any responsibility on the final list.

I am informed, that according to the number of courses chosen at the host University, I may not be able to finish the program in 4 years and to pass the additional semester here at CU, in order to fully cover the study program of Caucasus University.

ANNEX N3

Minute of the Exchange program participant Students selection Committee meeting N

Tbilisi:

00.00.2019

Committee members:

President of Caucasus University

Kakha Shengelia

Director of International Relations and Projects Department

Irena Melua

Dean of Caucasus School of Business

Elene Jgarkava

The Committee selects the Incoming/Outgoing Exchange Program participant students of the Fall semester of 2019/2020 academic year.

The deadline for submitting the application documents of interested students was Number of total applications received.....

Name/ Surname of student	School/ Program	Year of Studies	Not eligible for Exchange Program/ Accepts/Meets the set of conditions for participation in to the Exchange Program	The submitted documentation corresponds to the required conditions
Salome Bandzeladze	Caucasus School of Business/ Graduate Level	II	Yes	Yes
			No	No

Committee members have evaluated each candidate and nominates them on the basis of the following conditions:

- Having high Academic Background (GPA);
- Has presented International English Language Certificate (IELTS/TOEFL or any other B2 level internationally recognized certificate);
- Has a certificate (if any) of socially vulnerability and/ or health related problem (s)

During the competition, among those students who are in equal terms, priority is given to the student, who has no “F “grade in the Transcript of Records.

The Committee unanimously decided the list of nominated students:

Apendix N4

Minute of the Exchange Program participant Academic, Administrative and Scientific mobility selection Committee Meeting N

Tbilisi

00.00.2019

Commitee Members:

President of Caucasus University

Kakha Shengelia

Director of International Relations and Projects Department

Irena Melua

Dean of Caucasus School of Business

Elene Jgarkava

Director of Human Resources Department

Tamar Shengelia

The Committee selects the Incoming/ Outgoing personnel of Exchange Program of the spring semester of 2019-2020 Academic Year.

The deadline for submitting the application documents of interested staff was Number of total applications received.....

Name Surname	School, Program	Academic status/ Administrative Position	Not Eligible / Accepts/Meets the set of conditions for participation in to the Exchange Program	The submitted documentation corresponds to the required conditions
			Yes	Yes
			No	No

Committee members have evaluated each candidate and nominates them on the basis of the following

conditions:

- Applicant has submitted official document, which certifies working/teaching experience in English;
- Has a certificate (if any) of socially vulnerability and/ or health related problem (s);
- Applicant has never participated in the similar/same project

The Committee unanimously decided the list of nominated Staff:

ANNEX N5



ERASMUS+ KA 107
Report form for
Academic/ Administrative Personnel

Name/ Surname:

Contact E-mail:

Host University:

Host Faculty/ Department:

Host Professor/ Administrative Personnel:

Please, briefly describe the activities planned for you during the mobility at the Partner University (indicate the set date, location/ time for the planned activities and the overall content of implemented classes/ meetings):

Has there been any desire for future cooperation, in case yes, In which specific direction? Please, specify concrete ideas/ suggestions (for example: possible future collaboration for a project; setting up mutual programs; participation to training of seminars etc.), so that we can communicate with the partner University with the concrete directions:

International Degree Mobility

Transfer Course Equivalency Form

Degree Seeking Student:

Caucasus University (School.Program)

Name of the Previous University;

Semester			Course Code (Previous University)	Subject(Previous University)	ECTS
Course Code (CU)	Subject (CU)	ECTS			

Transfer Course Equivalency is approved by:

	Name and Surname	Signature	Date
Director of International Relations and Projects Department			
Undergraduate Programs Director at Caucasus School of Business			
Director of Quality Assurance Department			
International Degree Seeking Student			

