

## **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”). For 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 dual degree programs, short-term courses and scholarship programs.
3. The present ruling defines the regulations 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, the rules of enrolling individuals with the right to study without passing the National Unified Examination/ General Master’s entrance exams.
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 to 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 request from the school, International Relations and Projects Department assists the school to find the partner university taking into consideration its quality and experience.
4. The procedure starts with negotiations 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 by the School. If necessary, accreditation procedures of the program begin, 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 university(ies)) of foreign countries through which the content, forms of implementation and the rule of assessment are defined. Such an agreement is agreed preliminarily within the Georgian National Center for Educational Quality Enhancement According to the decree (N74, 03.02.17) of Director of Georgian National Center for Educational Quality Enhancement "to implement the joint educational program between the institutions implementing the program contract project approval of the rule of agreement with LEPL -National Center for Educational Quality Enhancement cooperation”
7. To implement the joint educational program for which it is obligatory by the Law of Georgia on Higher Education to go through accreditation, and which is admissible only after going through accreditation. As for the joint program accreditation, it is carried out in accordance with the rules defined by the Georgian legislation.
8. 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 study 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 higher educational Institution 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 receives the written information from the National Center for Educational Quality Enhancement on the recognition of the relevant foreign HEI in accordance with the legislation of a foreign country.
4. Mobility of students, administrative and/or academic/scientific personnel in the higher 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. Outgoing Students within the scope of the exchange program scope**

- 3.1.1. The agreement on student exchange envisages the accumulation of the definite amount of credits by students taking part in the exchange program at the higher educational partner institutions.
- 3.1.2. The student of Caucasus University continues to study at the partner University in accordance with 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 suspended from the active student status.
- 3.1.5. In case of student mobility from Caucasus University to partner Universities, after nominating the students, the partner University sends out the list of the components/courses to be taught to the student (s) after which course compatibility is defined ("Learning Agreement, Appendix N2"). The course compatibility document is signed by the respective school, Director of Quality Assurance Department, the Director of International Relations and Projects Department and the student taking part in the exchange program. In case of any changes in the course compatibility form, (changes in Courses/Components) the partner University sends an updated document consisting of the alternative list of courses and the compatibility process is completed once again as indicated in this chapter and finally-the approved agreement is signed.
- 3.1.6. The original of the course compatibility form is kept in the Registry and Clerk Department.
- 3.1.7. The student of Caucasus University taking part in the exchange program, should accumulate minimum 20 and maximum 35 ECTS credits during one exchange semester, whereas during one academic year the amount of credits should not exceed 75 ECTS.
- 3.1.8. The student of Caucasus University, taking part in exchange program, is obliged to register on the courses/components, indicated in the compatibility form before the mobility and by following the rules and terms defined at the University student has to 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.
- 3.1.9. In accordance with his/her interest, and the consent of the partner University, the student can additionally ~~go~~ take courses 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 is sent electronically and therefore the original document will be posted within maximum 5 weeks after the semester ends;

#### **Article 3.2. Incoming Students within the scope of the exchange program**

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 relevant higher educational level on the basis of the decree of the University President;

3.2.2. Student at any level of studies 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](mailto:ir@cu.edu.ge):

- A letter of official nomination from the sending University;
- The course compatibility form (indicating selected courses);
- English Language proficiency certificate: B2 Level – IELTS (6.0) TOEFL (78) or any other internationally recognized certificate with B2 level;
- Transcript of Records;
- Filled-in EUROPASS CV.

3.2.4. The International Relations and Projects Department and the relevant School discusses and assesses the documents submitted by nominated candidates. The decisions are based on the academic achievements of candidates and the level of foreign language knowledge. Applicants are notified by e-mail about their status.

3.2.5. The list of incoming students is presented to the University President along with the report card of the Director of International Relations and Projects Department, to issue the respective decree.

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

3.2.7. The exchange program participant students are notified about the decision by e-mail and the information is also public;

3.2.8. A student participating in an exchange program at Caucasus University is obliged to have a VISA enabling the stay (In case of need, based on the sending country) and Accident and Health insurance which should meet the requirements set by Government of Georgia (Resolution N572, September 10, 2020). Policy should be valid during the full period of study at CU. Otherwise, the university will not allow the student to start study process (except for distance learning process if the student is not in Georgia).

3.2.9. The information of an incoming student's accumulated ECTS credits is sent to the sending University as an original document (in case of a require) or/and electronically as well, within maximum 5 weeks after the semester ends.

3.2.10. A student participating in an exchange program chooses the list of courses he/she prefers to study at Caucasus University before the start of the semester and during the designated period The information about the selected courses is sent to the International Relations and Projects Department, which forwards the list of courses to the relevant schools for double-check.

3.2.11. The study language for exchange students is English.

3.2.12. A student participating in the exchange program has an opportunity to accumulate maximum 35 ECTS credits in one semester, whereas during one academic year the amount of credits is not more than 75 ECTS.

The Minimum quantity of the ECTS credits is not limited.

3.2.13. Students participating in an exchange program fill out the Institutional satisfaction questionnaire at the after end of the semester, which is analyzed by the International Relations and Projects Department.

### **Article 3.3. Outgoing Academic, Administrative and Scientific personnel within the scope of the exchange program**

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

3.3.2. The aim of the academic, invited and scientific personnel mobility in the exchange program is to conduct lectures, share experience and practices and scientific-research work with students of partner Universities; the aim of administrative personnel mobility at the partner University is to carry out working meetings and sharing experience with respective structural units.

3.3.3. Academic personnel working either fulltime or part-time basis are eligible for taking part in the program. Invited personnel is eligible if they have experience of conducting lectures in English and performing scientific-research work.

3.3.4. In order to take part in the competition, the interested academic and invited personnel should submit the following documents in the English language:

- The copy of the international passport;
- Filled in application form;
- CV in EUROPASS form;
- 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, issued by the dean or BA/MA/PhD program administrative director.

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

3.3.6. The list of academic, scientific and administrative personnel sent within the scope of the exchange program is approved by the protocol of the committee which, together with the report card of the Director of the International Relations and Projects is presented to the University President to issue a respective decree.

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

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

3.3.9. After completing the exchange program, participants fill out the satisfaction questionnaire issued by the International Relations and Projects Department, results of which will be sent to the relevant schools and departments.

### **3.4. Incoming Academic, Scientific and Administrative personnel within the scope of the exchange program**

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 another term is not defined in accordance with the agreement signed with the University.

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; as for the aim of the administrative personnel mobility, they are responsible for carrying out business meetings with respective structural units of the partner University and for sharing the experience.

3.4.3. Academic and scientific personnel who have been nominated by the sending Institution and have the experience of teaching have the right to take part in the program.

3.4.4. Academic personnel interested in taking part in the competition should submit the following documentation to this email: [ir@cu.edu.ge](mailto:ir@cu.edu.ge):

- A letter of nomination from sending University;
- A copy of the passport;
- The mobility Agreement.

3.4.5. Application documents submitted by the interested persons are assessed by the International Relations and Projects Department with the direct involvement of the school where the mobility program should take place.

3.4.6. The list of incoming Academic, scientific and administrative personnel within the scope of the exchange program and the report card issued by the Director of the International Relations and Projects Department to the University president to issue a respective decree.

3.4.7. Caucasus University has the right to request additional relevant documentation from the nominated person.

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

3.4.9. After completing the exchange program, participants fill out the satisfaction questionnaire issued by the International Relations and Projects Department, which will be sent to the relevant schools and departments of Caucasus University.

### **3.5. ERASMUS + Exchange Program**

3.5.1. Caucasus University takes part in the EU-funded ERASMUS + exchange programs and within its scope students of Caucasus University, as well as its administrative and academic/scientific personnel, have the possibility to use mobility and with no financial expenses visit the Higher Educational Institution of the foreign country. Mobilities implemented within the scope of ERASMUS + are funded by this program and respective scholarships are awarded. The program fully funds study, activities, living and travel costs of the participant. The amount of monthly scholarship is defined in accordance with the receiving country. The exchange student of ERASMUS + program is not exempted from the obligation to pay the relevant semester tuition fee at the University.

3.5.2. Within the scope of ERASMUS + mobility program, in order to accumulate ECTS credits, student of BA, MA and PhD study level of Caucasus University can go visit to the Higher Educational Institution, if they he/she meets the requirements defined by this program.

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

3.5.4. Within maximum of 5 weeks after the end of ERASMUS + mobility program, the host University sends out the transcript of academic courses/components to Caucasus University, so that the process of credit recognition can begin.

3.5.5 Academic, invited and scientific personnel of Caucasus University, as well as an administrative staff member, who has the experience of teaching in English language and carrying out activities in English Language, can participate in the Erasmus+ exchange program.

3.5.6. Academic, scientific and administrative personnel, who meets the condition defined by the present rule, fills in the mobility agreement developed for the exchange program, which is reviewed by the selection committee.

3.5.7. After the committee reviews application documents the selected candidate is nominated. Selection is registered by the selection committee protocol. The documents/information about the selected candidates is sent to the receiving University and after it's approval, personnel is finally selected and the respective decree is signed.

3.5.8. After completing the Erasmus + exchange program, participants fill out the satisfaction questionnaire issued by the International Relations and Projects Department, which will be sent to the relevant schools and departments of Caucasus University.

### **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 the exchange program funded by donor organizations independent from Caucasus University.

3.6.2. The person taking part in such a program, him/herself ensures preparation for the competition and going through the respective procedures. In case of a need, International Relations and Projects Department provides individual consultations for the student.

3.6.3. In case of a student, University involvement is expressed only in the process of recognizing the credit compatibility (if such one exists). The receiving University sends out the list of courses/components to be taught by the students, after which the compatibility is defined (Learning Agreement, Appendix 2). The document of compatibility is signed by the respective school, Director of Quality Assurance Department and also the Director of International Relations and Projects Department.

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

1. At the end of each academic semester, International Relations and Projects Department sets the quotas for exchange programs on the basis of the offer of partner Higher Educational Institutions.

2. For the purposes of taking part in the exchange programs, the student participates in the competition announced by the International Relations and Projects Department.

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 (based on permission of the relevant school);
- PhD students of any level (based on permission of the relevant school).

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

- Students who have financial debt at the Caucasus University;
- Those who do not meet the requirements of 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 relevant international language proficiency certificate of the program. In case the language of instruction is English- English Language International Certificate (IELTS- 6.0; TOEFL-78), or any other respectively recognized B 2 level certificate;
- Students should have current GPA at minimum 3.0 (in case of the non-top-rated student);
- BA, MA and PhD students should not be in their final study semester, except the case, when the Dean of the respective school verifies in writing form, 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 program**

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

- A copy of an ID/Passport;
- Filled-in application form;
- EUROPASS CV online form
- International foreign language certificate (IELTS - minimum 6.0 /TOEFL – 78 in case of English language) or any other respectively recognized B2 level one;
- Transcript of Records;
- A letter of motivation;
- 1 letter of recommendation;
- Certificate verifying social vulnerability and/or problems related with health condition (in case of existence)

2. Administrative, scientific and academic personnel of Caucasus University, should submit the following documents in English in order to take part in the competition:

- A copy of the international passport;
- Filled-in application form;
- EUROPASS CV; (see, the instructions of filling in the form on this [link](#));
- The essay reflecting the experience of working at Caucasus University;
- Information about the projects and programs in which the applicant has taken part together with Caucasus University or as the representative of Caucasus University;
- Certificate verifying problems related with social vulnerability and/or healthcare condition (in case of existence);
- 1 letter of recommendation from the University school (issued by the relevant dean or BA/MA/PhD program administrative director).

#### **Article 6. Selection procedure of the exchange program participant students**

1. The submitted application documents are reviewed by the selection committee.
2. The committee consists of the following members: president of Caucasus University, Director of the International Relations and Projects Department, representative of the respective school.
3. The committee nominates the selected candidates. Priority in the competition is given to the student who has high academic performance (GPA) and holds the International Language proficiency certificate. In case of English language, - IELTS/TOEFL international Certificate or any other relevant recognized B2 level certificate should be submitted and the certificate verifying his/her social vulnerability and/or problems with healthcare (in case of existence). During the competition, students with the equal conditions can be interviewed and the priority is given to those who have no “F” grade-in the transcript of records.
4. Information/documentation about the selected candidates is provided to the receiving University.
5. Final selection of students is done by the receiving University;
6. The list of students to be sent in the scope of exchange program is formed with the respective committee report, which is presented to the University President together with the report card issued by the Director of International Relations and Projects Department for issuing a respective decree.
7. The receiving University is entitled to the right to request from the nominated student to participate in the additional internal competition, 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 on the University official website.

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

1. The submitted application documents are reviewed by the selection committee.
2. The committee consists of the University president, representative of the International Relations and Projects Department, representative of the HR Department and the representative from the respective school.
3. ~~In the~~ Within the competition, priority is given to the person, who submits the document proving to have the experience of conducting lectures, as well as the experience of carrying out the activities of the teaching language (the University has a right to check the authenticity of the following documents); the candidate who submits the certificate proving that s/he has no problem of social vulnerability and/or health condition (if applicable), and if s/he has not been the beneficiary of such a program.
4. The committee nominates the selected candidate and provides information/documents to the host University;
5. The final selection of the academic, scientific and administrative personnel is conducted to the receiving University;
6. The list of persons to be sent within the scope of the exchange program, is formed by the committee report, which is presented to the University President, together with the report card of the Director of the International Relations and Projects Department;
7. The receiving University is entitled to the right to request the nominated personnel to participate in the additional internal competition, or to meet any other additional criteria;
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 University official website.

#### **Article 8. Terms of participation of top-rated students in the exchange program funded by Caucasus University**

1. The University offers top-rated students the “Erasmus+” mobility with no competition and in case such one does not exist, funding of the University. On the basis of the received information regarding the top-rated students from schools, International Relations and Projects Department nominates the students for exchange programs.
2. The top-rated student participating in the funded exchange program should meet the following conditions:
  - A student is regarded as the top-rated student according to the data of 3 semesters (data of 1,5 years) and the GPA that exceeds 3.8;
  - Has no academic/financial debt and is not subject to any disciplinary measure;
  - Presents international language certificate (in case of English Language- IELTS/ TOEFL or any other recognized B2 level certificate);
3. The student who meets the conditions stated in the first paragraph of this article, shall be considered as the candidate for the funding
4. In case the top-rated students' GPA is similar, scores are rounded and priority is given to those with higher GPA.
5. The University will fund the following expenses for the student to be funded for the exchange program:
  - 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.
6. The student with high rating is funded for 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 to take part in 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).
7. The student participating in the exchange program, who is funded for the above-mentioned expenditures with a 1.5 year rating, is funded for the Caucasus University tuition fee only in case the student, on the basis of terms and conditions of the framework agreement, is regarded as a top-rated student based on the ratings of 4



semesters. ( in the ratings, I, II, III places are funded at the business school, other schools - I place). The student who is not able to keep the rating at the end of the 2<sup>nd</sup> stage, pays tuition fees at the Caucasus University him/herself in accordance with the place obtained in the ratings.

8. The student who is eligible for funding and refuses to take part in the exchange program is not replaced by other students followed in the rating.

9. Selected students will depart to the partner University selected at the given stage by the International Relations and Projects Department, school administration and the University President.

10. Rules and procedures for participating in the exchange program are defined in accordance with the present rule.

#### **Article 9. Rule of announcing the competition and publishing the results**

1. Information about the competitions announced by the International Relations and Projects Department of the Caucasus University is public (published on the University website and information is disseminated through social media) and it is available for all interested parties. Furthermore, information about competition announcement is sent electronically to the respective target groups based on the consideration of the specifics of a competition.

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

#### **Article 10. Recognition of credits acquired under the exchange program**

1. The recognition process of obtained credits at the partner Higher Educational Institution starts after the original document of transcript of records is sent to the Caucasus University.

2. Certificate of consent for recognition of credits by the University and the transcript of Records are taken by the student to the National Center for Educational Quality Enhancement (hereinafter referred to as the "Center") for recognition purposes and the student pays the proceeding fee.

3. The student ensures notarized translation of the transcript of records by him/herself to submit to the center, the course compatibility form should also be attached.

4. If the approval is received from the center, the student's credits obtained at the Higher Educational Institution of the foreign country gets recognized.

5. Credits are recognized in accordance with the rules of the University.

## **Article 11. Internatinal short-term programs**

1. The student of Caucasus University is able to take part in short-term programs organized by partner/non-partner higher educational Institution.
2. There are the following two types of short-term programs:
  - Caucasus University announces short-term programs and enrolls foreign students in exchange for paying the respective fee;
  - Caucasus University disseminates information about short-term programs for which students pay a respective fee to the receiving university if the parties are not agreed to any other terms).
3. 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 appropriate).
4. 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.
5. Students interested to take part in the program fill in the respective application form and submit the requested documents to the receiving university. After that they inform the international relations and projects department about this.
6. The student taking part in the short-term program have the right to get extra credit(s) for the training courses/components taken 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 Higher Educational Institution of the foreign country**

1. The student has the right to study at the non-partner Higher Educational Institution of the foreign country.
2. On the basis of the written application of the student and the document verifying the enrollment of the student into the respective Higher Educational Institution, the student's status at Caucasus University is terminated.
3. Recognition of credits accumulated in a non-partner University is made in accordance with the present rule with the difference, that before departing to a non-partner University, the compatibility form is not signed between the Universities. Instead, after the student's arrival back to Georgia, s/he submits the syllabi and transcript of records of courses taught at a non-partner foreign Higher Educational Institution, the compatibility form is created, which is signed by the dean of the school, Director of the International Relations and Projects Department and the Director of the 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 at the 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 conditions defined by the decree) the university conducts the interview (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 no 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 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 Higher 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, or any other respectively recognized B 2 level certificate)
  - A letter of acceptance from the university they leave (in case of transfer);
6. After the person successfully goes through the video interview and pays the application fee, the Director of Registry and Clerk prepares the letter on preliminary enrollment which afterwards is sent to the Centre together with documents:
  - Notarized passport translated into Georgian;
  - Notarized Attestation/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 basis of the decree of the university president and the one of the Minister of Education, Science, Culture and Sport.
9. Applicants will be notified of the final decision about their enrollment by means of the electronic post.
10. After successful enrollment, the student is obliged to purchase an Accident and Health insurance policy for the entire period of his/her active student status, which should meet the requirements set by Government of Georgia (Resolution N572, September 10, 2020). Policy should be valid during the full period of study at CU. Otherwise, the university will not allow the student to start study process (except for distance learning process if the student is not in Georgia) and has right to suspend his/her student status.
11. The list of applicant students is submitted by the reporting note of the Director of the International Relations and Projects Department together with the students statements to the president of the university.
12. Caucasus University has the right to require student(s) to submit additional documentation, Insurance policy in accordance with Article 10

### Form of Program Compatibility

Exchange program student:

Caucasus University School:

Partner University:

Exchange program details:

Semester					
Caucasus University Course Code	Caucasus University Course Title	Credits per subject	Course Code of Partner University	Course title of Partner University	Credits per subject

**Course compatibility is approved and signed by:**

	Name	Signature	Date
Director of the International Relations and Projects Department	Irena Melua		
Director of Undergraduate Educational Programs of Caucasus School of Business	Pavle Kapanadze		
Director of Quality Assurance Department			

Exchange program participant student			
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**Consent to take part in the exchange program**

<b>Student</b>	
<b>School</b>	
<b>Specialization</b>	
<b>Course</b>	
<b>Partner University</b>	
<b>Course, semester</b>	

By signing this consent form, I hereby confirm that I am fully informed about the exchange program by the Exchange Programs Manager, I've got familiarized with the program compatibility form and take ~~on~~ the responsibility to cover the following expenditures:

- |  |   |  |
|--|---|--|
| Caucasus University tuition fee                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Tuition fee <del>in</del> at the host University | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Housing fee during the program                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Health insurance                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| International travel                             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Books  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Daily expenditures (food, transport, etc.)       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Visa fees  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Other program related expenditures               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

In addition, I am informed that if I refuse to participate in the exchange program for any reason before it starts, I am aware that the amount of the fee paid by me will not be reimbursed (if there is not any agreement between me and the host University) and also, I should pay for all the expenses made by the Caucasus university or the host University in order to fulfill my participation in the program.

I also take the obligation to follow the laws of host country, rules and regulations of the host University. In case of their violation from my side, I will be charged with all the responsibilities.

I am informed, that if my academic accomplishments will be lower than minimum requirements and regulations set by Caucasus University respective school by the time of my departure, in addition, I have a disciplinary sentence, I will not be allowed to take part in the exchange program. In case I still decide to leave, the learning outcomes achieved ~~in~~ at the host University will not be recognized at Caucasus University.

I am aware that the attached schedule is approximate. The final schedule will be identified by the host University. Caucasus University is not responsible for the final schedule.

I am also aware that according to the number of selected courses taken at the host University, I might not be able to complete program in 4 years time and I will have to take additional semester here to cover full program considered by the Caucasus University.

**ERASMUS+ exchange program**

**Appendix N2**

**Form of program compatibility**

Exchange program student:  
 Caucasus University school:  
 Partner university:  
 Exchange program details:

Semester					
Caucasus University Course Code	Caucasus University Course Title	Credits per subject	Course code of Partner University	Course title of Partner University	Credits per subject

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**Course compatibility is approved and signed by:**

	Name	Signature	Date
Director of the International Relations and Projects Department	Irena Melua		
Director of Undergraduate Educational Programs of Caucasus School of Business	Pavle Kapanadze		
Director of Quality Assurance Department			
Exchange program participant student			

**Consent to take part in the exchange program**

<b>Student</b>	
<b>School</b>	
<b>Specialization</b>	
<b>Course</b>	
<b>Partner University</b>	
<b>Course, semester</b>	

By signing this consent form, I hereby confirm that I am fully informed about the exchange program by the International Relations and Projects Department of Caucasus University, I've got familiarized with the program compatibility form and take on the responsibility for paying the tuition fee at Caucasus University according to the amount of credits of selected subjects before taking part in the exchange program on the basis of signing the respective agreement with Caucasus University.

In addition, I am informed that if I refuse to participate in the exchange program for any reason before it starts, I am aware that the amount of the fee paid by me will not be reimbursed (if there is not any agreement between me and the host University) and also, I should pay for all the expenses made by the Caucasus university or the host University in order to fulfill my participation in the program.

I also take the obligation to follow the laws of host country, rules and regulations of the host University. In case of their violation from my side, I will be charged with all the responsibilities.

I am informed that if before the mobility to the partner University and during the preparatory state of the mobility I will I have a disciplinary sentence(es), I will not be allowed to take part in the exchange program. In case if I still decide to leave, the learning outcomes achieved at the host University will not be recognized at Caucasus University.

I am aware, that the attached schedule of the courses to be taken withing the exxchange program of the present document is approximate. The final schedule will be identified by the host University. Caucasus University is not responsible for the final schedule.

I am also aware that according to the number of selected courses taken in at the host University, I might not be able to complete program in 4 years standard-time and I will have to take additional semester here to cover full program considered by the Caucasus University.

## Appendix N3

### **Minutes of the Exchange program participant Students selection Committee meeting N**

Tbilisi

00.00.2019

Committee members:

Caucasus University President

Kakha Shengelia

Director of International Relations and Projects Department of Caucasus University Irena Melua

Dean of Caucasus School of Business

Elene Jgarkava

Ccommittee selects incoming/outgoing students for 20109-2020 fall semester for the exchange program

The application submission deadline for the interested parties was expired-----, total number of submitted --- application:



Student's Name, Surname	School, Program	Level of Study	Not eligible for participation in the Exchange Program/ Meets the set of conditions for participation in the Exchange Program	The submitted documentation corresponds to the required conditions
Salome Bandzeladze	Business School Master Program	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 international 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:

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#### Appendix N4

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

Tbilisi

00.00.2019

Committee members:

Caucasus University President

Kakha Shengelia

Director of International Relations and Projects Department of Caucasus University

Irena Melua

Dean of Caucasus School of Business

Elene Jgarkava

Director of Human Resource Department of Caucasus University

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 personnel was .... Number of total applications received:

Name, Surname	School, Program	Academic Status/Administrative Position	Is not eligible to participate in the exchange program/Meets the requirements for participation in 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 project.

The Committee unanimously decided the list of nominated persons:

**Appendix N5**



კავკასიის უნივერსიტეტი  
CAUCASUS UNIVERSITY

**ERASMUS+ KA 107**  
Report form  
For Academic/Administrative Personnel

<p><i>Firstname/ Lastname:</i></p> <p><i>Contact email:</i></p> <p><i>Host University:</i></p> <p><i>Host University/Department:</i></p> <p><i>Host Professor/Administrative Personnel</i></p>
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*Please describe briefly what activities were planned during your mobility program at the partner University (Please indicate considered date, time, place and general content of lecture/meeting):*

*Please inform whether there has been expressed any interest of partnership during the mobility program? If yes, in what direction? Please indicate specific ideas/proposals. ( for instance: future cooperation possibility in the frames of a project; creating a joint program, participation in the seminar or training and so on.) to be able to plan further communication with the partner University in certain directions.*

International Degree Seeking Transfer

Program Compatibility Form

Degree Seeker Student:  
 Caucasus University School:  
 Name of the Institution (from where the mobility is carried out)

Semester			Course Code at the University (from where the Student transfers)	Course Title at the University (From where the Student transfers)	Credits per subject
Caucasus University Course Code	Caucasus University Course Title	Credits per subject			

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**Course compatibility is approved and signed by:**

	Name	Signature	Date
Director of the International Relations and Projects Department	Irena Melua		
Director of Undergraduate Educational Programs of Caucaus School of Business	Pavle Kapanadze		
Director of Quality Assurance Department			
Degree Seeker Student			