

Approved by the Rector's order
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Internationalization policy and mechanisms

I. Understanding and goals of internationalization

1. Globalization and technological development have put the education system in need of internationalization. The challenge of internationalization and its proper implementation is on the agenda of almost every educational institution of the world. On the way to European integration, it is especially important for Georgia to join the current changes in the world education system and be able to harmonize the education system with the European one maximally. Correspondingly, the internationalization of education is an important process for the Government of Georgia, which should promote the improvement of the quality of education and research

Sulkhan-Saba Orbeliani University (hereinafter as the "University") has been involved in the internationalization process from the day of its establishment, it is not one of the priorities or challenges, but an integral part of the University's identity and activities. Moreover, internationalization is reflected in the mission of the University. When elaborating a policy for the internationalization of education, the University recognizes that the internationalization of higher education institutions may be related to the long-term processes, such as: Mobility of students, academic and administrative staff, sharing of the knowledge; International cooperation, transnational universities; Internationalization of the curriculum (global education, intercultural education). When elaborating the internationalization document, the University stipulates the strategy of the Ministry of Education, Science, Culture and Sports of Georgia, internationalization criteria and standards set by the Authorization and Accreditation, Association Agreement. It also takes into consideration international studies (Higher Education to 2030, Volume 1, Demography), which demonstrates that as a result of internationalization, the demand for higher education will increase from 100 million to 400 million people by 2030.

2. The aim of the University internationalization is:
 - to promote the continuous process of integration into the international, intercultural field in the area of teaching, learning and research;
 - to understand European values and establishing them in society, analyzing, taking into

account and putting into practice the achievements of globalization and other states or institutions;

- to arouse interest towards the international security;
- to contribute to the strengthening of economic competition;
- to promote mutual understanding between different people.

II. Focuses of internationalization

The implementation of the University Internationalization Policy is based on the following focuses:

- **Focus on capacity - involves specific actions, which ensure participation in the internationalization process (International Mobility / Exchange Programs of students and staff will be coordinated by the International Relations Office in collaboration with the relevant faculties and is responsible for enhancing cooperation with partner universities).**
- **Focus on competence, quality - implies the development of different types of skills, competencies, knowledge and values in students or staff, to be able to establish themselves in the international community and make a public contribution not only local, but also global level, which means participation in the internationalization process;**
- **Focus on Culture - an orientation towards the formation of culture, environment and values, which should ensure the development of international and intercultural opportunities and initiatives;**
- **Focus to sharing experience - using international and intercultural experience through a combination of a variety of actions, policies and procedures in the field of teaching, research and service delivery;**
- **Focus on Accessibility - refers to the accessibility of information to the interested person (university webpage, social page, information board and student database, individual consultations).**

III. Criteria for the implementation of internationalization policy

The University uses six standards / criteria of the NVAO (Nederlands-Vlaamse Accreditingsorganisatie) for implementation of its internationalization policy:

- **Management** - - the University has a vision of internationalization and a policy, which is shared by employees and all those involved participated in its adoption. The vision and policy of internationalization involves verifiable goals and measurements, whose elements are assessed periodically and facilitates the establishment of criteria for development;

- **Learning Outcomes** - the vision and policy of internationalization are adequately reflected in the learning outcomes of the program and the learning outcomes of a graduate are related to the vision and policy of internationalization;
- **The program** - educational goals of the program, curriculum and assessment of students are related to internationalization vision and policy and learning outcomes.
- **Employees** - the competencies of the persons involved in the implementation of the University programs make the learning outcomes defined by the program achievable. Persons involved have relevant international experience, intercultural competences and knowledge of the language that make it realistic to achieve learning outcomes defined by the program. The training policy of the persons involved is related to the University's internationalization vision and policy;
- **Services** - **Students' services (for study abroad) are in compliance with the vision and policy and learning outcomes of internationalization.** International student services are in compliance with the vision and policy of internationalization;
- **Students** - **Learning Outcomes are overcomable for the students involved.** The mobility of students are in compliance with the vision and policy of internationalization;

IV. Sabauni International Cooperation today

1. Since its foundation (2001) Sabauni is actively involved in the internationalization process, which mainly included inviting / involving foreign professors in the teaching process, organizing international conferences and symposia, with the participation of foreign professors and speakers, creating an English-language program and involving foreign students and professors in them. Accordingly, internationalization is one of the strategic directions for the university.
2. For today the University collaborates with up to 50 universities in Europe, America, Asia and Africa. Collaboration includes mobility of the students, academic and administrative staff, joint project planning and implementation, short-term projects (trainings, courses, public lectures, workshops), participation in international research projects, sharing and implementing best practices.
3. The University is actively involved in the European Commission-funded Erasmus + activity 1 International Credit Mobility Program, also, in Erasmus + KA2 Institutional Support Projects.
4. Sabauni students have the opportunity to benefit from a study grant provided exclusively for the students of Sabauni by the Federation of European Catholic Universities (FUCE) (by funding for one-semester tuition at the Federation's member universities).

5. University administration and academic staff are available to attend master classes and research scholarships organized by the University of Notre Dame (USA) Nanovic Institute of European Studies (annually there are places and quotas specially for the University).
6. Cooperation with universities with common values and directions is a priority for the University; therefore, since 2018 the University has become a member of the International Federation of Catholic Universities (IFCU) and the Federation of European Catholic Universities (FUCE). By joining these federations, the University benefits special offers in the events organized by the federations (trainings, scholarships, conferences, etc.) University representatives participate free of charge or at a significant discount.
7. The University International Relations Manager actively collaborates with the Academic Council, faculties and other stakeholders to successfully implement the internationalization policy.

V. Mechanisms of Internationalization The mechanisms

promoting the process of internationalization of the University are:

- Facilitation of student and staff mobility;
- Facilitation of scientific-research and innovative activities of academic staff;
- Internationalization of educational programs, planning / organizing of joint projects / programs;
- Attracting and involving international students and staff in the University programs;
- Expanding the area of international cooperation of the University, increasing awareness in the international educational space;
- Involvement in international projects focused on innovation and research.

Facilitation of student and staff mobility

University:

- 1.1 Promotes the educational development of staff and students, actively develops opportunities for international cooperation in the field of mobility and exchange projects for students, academic and administrative staff;
- 1.2 Actively participates in the Erasmus + KA107 grant project funded by the European Commission, supports the inclusion of all educational programs in the Erasmus + KA107 program (sending an average of 7 students and 5 academic staff abroad annually);

- 1.3 Enjoys an exclusive scholarship program for students (FUCE Scholarship);
- 1.4 Provides sending staff for master classes organized by the University of Notre Dame (USA) (3-4 academic and administrative staff annually);
- 1.5 Concludes international memoranda with partner universities regarding student / staff exchanges, within which students are exempted from tuition and, in some cases, accommodation fees;
- 1.6 Finds a variety of source / student and research scholarships and distributes them to stakeholders for their use (e.g., Visegrad Foundation);
- 1.7 Find government scholarship programs in various European countries for students and academic staff and ensure their dissemination and implementation.

1. Promoting the scientific-research activities of the academic staff, participation in research-oriented innovative projects.

University:

- 2.1 Supports the development of academic staff research activities and their involvement in international researches; Plans and conducts annual international scientific conferences, symposia;
- 2.2 Finds information on scientific conferences planned abroad and ensures informing the stakeholders;
- 2.3 Finds funding from leading foreign universities and foundations for individual research projects (e.g., a one-month research grant from the University of Notre Dame for academic staff, one professor per year); Promotes the mobility of academic staff and researchers;
- 2.4 Finds funding from international and local donors for joint research projects;
- 2.5 Promotes the publication of staff papers in international research journals; Publishes English-language publications, journals (e.g., Post-Soviet Studies);
- 2.6 Promotes the translation of works into a foreign language;
- 2.7 Seeks information about international research projects and research grants planned abroad and ensures their delivery to the interested person (National Scholarship Program of Slovak Republic, Visegrad Scholarship Program, PROM - International Scholarship Exchange for PhD Students and Academic Staff);
- 2.8 Collaborates with Shota Rustaveli National Science Foundation;
- 2.9 Funds staff participation in international conferences and projects; participates in Erasmus + KA2, Jean Monnet projects.

2. Internationalization of educational programs, planning / organizing of joint projects / programs;

University:

- 3.1 For the purpose of internationalization of educational programs, adds English language courses/ modules offered in the programs;
- 3.2 Depending on the market demand, works on adding English language programs to both Bachelor and graduate levels;
- 3.3 In the syllabi of educational programs indicates foreign language basic and auxiliary literature;
- 3.4 For the purpose of involvement in the implementation of educational programs invites international professors;
- 3.5 Plans joint educational programs with international partners (including by awarding a double degree);
- 3.6 Finds funding from international donors for joint projects (study visits of students and staff, seminars, research projects);
- 3.7 Promotes the participation of the University students in seminars, academic events, summer schools and camps organized by partner universities (free of charge or with special conditions).

3. Attracting and involving international students and staff in the University programs;

- 4.1. For attracting international students to the University, the University uses educational market research, channels of communication with existing international students, local market analysis of target groups, socio-economic and cultural reports on target countries, etc. In particular, for the purpose of attracting foreign students to the University and for popularization of the University in them; the University:
 - Participates in international educational forums and exhibitions both within the country and abroad;
 - In case of necessity, opens a representative office in the target country;
 - Concludes bilateral and multilateral agreements with the universities on student exchange programs;
 - Collaborates with local and international agencies, as well as personally with agents;
 - In case of necessity, holds presentations and different introductory events with target groups, both within the country and abroad;
 - Is registered and disseminates information on various educational online platforms;

- Appoints a foreign student coordinator to coordinate, support and adapt international students;
- For the purpose of adapting to the local community, plans social activities for international students, organizes periodic orientation meetings and encourages their involvement in international and foreign language academic and research activities;
- It is oriented to maximally involve the foreign professors temporarily or permanently residing in Georgia in both educational and research activities and thus make the University attractive to international students.

4.2. The following mechanisms are used to attract a foreign professor from abroad:

- Personal contact of the academic and administrative staff of the University;
- Mutual agreements with partner universities;
- International projects and joint research;
- International academic events;
- ERASMUS + ICM projects and programs;
- Intensive seminars, workshops and social events.

4.3. The process of involving of a foreign professor in the University environment and adapting to the country is generally supervised by the International Relations Manager, and directly responsible is the relevant faculty or research unit, within the framework of which the foreign professor is in Georgia.

4. Development of international cooperation of the University, expansion of the area, increase of awareness in the international educational space and integration

5.1. The International Relations Manager has a constant communication with existing partners regarding the current news of the University, informs them about the planned events and offers to be involved in certain projects.

5.2. For the purpose of development of international cooperation and increase awareness in the international educational space, the University:

- concludes memoranda of cooperation with universities around the world, especially with universities with common values and directions;
- joins membership of various university associations and federations and develops cooperation with universities within these university associations (FUCE, IFCU, Eastern European University Network);
- participates in different events organized by these federations (General Assembly, joint conference, trainings and masterclasses);

- joins membership of professional federations and associations (e.g., ELFA);
- participates in international events, educational exhibitions, meetings and international weeks;
- Hosts international conferences, symposia and other events;
- prints advertising/ informational brochures, yearbooks and distributes them at the different thematic meetings with partners.

VI. Selection and participation of the students in exchange programs

1. Dissemination of information on exchange programs

1.1 At the beginning of the academic year, the International Relations Manager prepares a competition application in agreement with the partner universities and publishes it on the university webpage, in the social network, on the information board placed in the university building. Exchange program mobility includes semester (in one certain case, one academic year is possible).

1.2 Competition information is sent to students via email and student database, and in some cases the university also sends students short text messages to inform them.

1.3 The International Relations Manager holds an information meeting regarding exchange programs for students and staff. To the mentioned meeting the International Relations Manager will invite Erasmus+/FUCE Scholarship holders of the previous year, who will share their experiences with interested parties.

1.4 The International Relations Manager provides individual consultations to stakeholders on the issues related exchange programs.

2. Terms of participation in the exchange program for students

2.1 In the international exchange programs announced by the International Relations Manager can participate a student, who:

2.1.1 Has completed one academic year at the University (in case of a master's degree, a first semester student may also be involved);

2.1.2 Has an active student status;

2.1.3 Is fluent in a foreign language at B2 level;

2.1.4 Has good academic achievement (GPA no less than 2.5);

2.2.5 Has no financial debt towards the University.

2.2 In the competition cannot participate the following: First-year (Bachelor level) and graduate semester (both levels) students, as well as those, who have been subject to disciplinary sanction, in accordance with the University Student Code of Conduct.

2.3 The student involved in the exchange program is obliged to obey the rules established by the University.

2.4 Based on the agreement between the faculties of the universities, the students participating in the exchange program can be exempted from the tuition fee, both at the host university and at the Sulkhani-Saba Orbeliani University.

2.5 Scholarship students (Erasmus + KA107, FUCE Scholarship) are required to pass administrative registration at the beginning of the semester and pay the full tuition for the semester.

2.6 In case of failure to pass the credits taken at the host university, a student is required to re-take the relevant course after completing the mobility at Sulkhani-Saba Orbeliani University.

3. Procedures for participating in an exchange program for students

3.1 The procedures for participating in the competition are defined in the following stages:

- Registration (forwarding documents to the International Relations Manager);
- Test in a foreign language (for those, who do not have an international certificate);
- An interview with the selection commission;
- Sending the initial results (nomination) to the host university and making a final decision by them;
- Concluding a study agreement between the student and the host university;
- Sending of final documentation to the host university;
- Visa procedures;
- Departure.

3.2. Documents required for registration are sent by the student from the official e-mail address of the university opened for the student on his / her name to the e-mail address of the International Relations Manager: ir@sabauni.edu.ge.

3.3. The documents to be submitted for registration are:

- The academic performance card;
- Copy of international passport;
- Foreign Language Certificate B2 (TOEFL, IELTS), if any;
- Cover letter in English;
- CV Euro pass format;
- Recommendation from the faculty / professor.

Note: Additional documents may be required at the request of the Partner University / organization.

4. Procedures and criteria for selecting of the students to participate in the exchange program

4.1. The documentation of the applicants, who wish to participate in the exchange program are Collected by the International Relations Manager, who by the International the

delivery of these documents to the members of the selection committee and the scheduling the interview.

- 4.2. Students will be selected by a Selection Committee approved by order of the Rector, which, as a rule, includes: Vice Rector (Chairman), Deans of the Faculty (members), Professors (members) of the directions announced in the competition, a representative of the student self-government, One student (member) studying at the exchange program and International Relations Manager (Secretary).
- 4.3. The Selection Committee evaluates the students based on individual interviews based on the following criteria:
 - Academic performance (30% -100);
 - Knowledge of foreign language (40%- 100);
 - Motivation (30%--100).

The following circumstances are considered in assessing motivation: At what extent is the student familiar with the host university / programs, at what extent clearly the student understands the importance of this program in his / her professional career.

Note: According to the requirements of the partner university, different evaluation criteria may be established in a particular case.

- 4.4. In case of equal competition points / evaluation, preference will be given to a student from a socially vulnerable family and also to a student, who has never received a study grant for studying abroad.
- 4.5. After the evaluation by the selection committee, the International Relations Manager summarizes the overall results, compiles the list of applicants according to the list and sends it to the receiving university , which makes the final decision..
- 4.6. The meeting of the Selection Committee shall be documented in the form of a protocol, which is prepared by the International Relations Manager (Appendix #1.1)
- 4.7. Final results are sent to applicants via email.

5. Recognition of mobility

- 5.1. For the purpose of recognition of the education received abroad, before or after the start of mobility, the University applies to the National Center for Quality Development, LEPL, which after an emergency examination issues a permit.
- 5.2. After the final selection of the applicant for the recognition of credits obtained as a result of mobility, a study agreement is concluded between the student, the faculty and the receiving university with reference to the study courses (both at the host university and Sulkhan-Saba Orbeliani University).
- 5.3. For the purpose of maximal recognition of credits, the Dean of the Faculty and the Head of the Program provide individual consultations to the applicants regarding the training courses.

- 5.4. A student participating in an exchange program can take study courses in average equivalent to 23-30 credits per semester.
- 5.5. Upon completion of the mobility abroad, the host university sends a sheet of marks to Sulkhan-Saba Orbeliani University no later than 4 weeks electronically or officially certified information is handed to the student to submit it to Sabauni.
- 5.6 The mark sheet must be submitted by the student to the Faculty, from which, in case of obtaining a consent, a notarized translation of the document will be submitted to the National Center for Educational Quality Enhancement for recognition.

6. Other scholarship programs and short-term projects

- 6.1. University students have the opportunity to participate in international scholarship programs. In such a case, the International Relations Manager consults the students, assists them in communicating with the partner universities and arranging the paperwork .
- 6.2. When participating in another scholarship program, the student has the opportunity to receive recognition of education obtained abroad by Sulkhan-Saba Orbeliani University. In this case, the rule of credit recognition when participating in international exchange programs is applied.
- 22.3. Students can take advantage of summer schools and events organized by partner universities of Sulkhan-Saba Orbeliani University.
- 6.4. Based on the agreement with the partner, if the University is to nominate candidates, students wishing to participate in the program must go through the procedures established for participation in international exchange programs .

VII. Selection and participation of the university staff in exchange programs

1. Terms of participation in the exchange program for academic and administrative staff

- 17.1 Exchange mobility for academic and administrative staff considers short-term visits to foreign universities, the duration of which can be from 5 days to 30 days (possibly longer if required by a specific program).
- 1.9 The exchange program Erasmus + ICM finances travel and living expenses of the staff by providing a pre-fixed scholarship.
- 1.3 Based on memoranda the exchange program, implies provision of accommodation by the host university (all other costs are covered by the applicant).

- 1.4. In exchange programs can participate Sulkhani-Saba Orbeliani University's Academic staff , who is actively involved in the teaching process, speaks a foreign language and is able to give lectures in a foreign language, can participate in exchange programs.
- 1.5. The exchange program is available to the administrative staff of the University, who has at least 1 year of work experience at the University, speaks a foreign language at the communication level.

2. Procedures for participating in an exchange program for Academic and administrative staff

- 2.12. The International Relations Manager publishes an announcement regarding the exchange programs and sends the relevant information to the academic and administrative staff of the University .
- 2.2. The procedures for participating in the competition are defined in the following stages:
 - Registration (forwarding documents to the International Relations Manager);
 - Test in a foreign language (for those, who do not have an international certificate or a statement);
 - An interview with the selection commission;
 - Sending the initial results (nomination) to the host university and making a final decision by them;
 - Concluding a mobility agreement between the applicant and the host university (a faculty or a department, where mobility takes place);
 - Sending of final documentation to the host university;
- 2.3. Documents required for registration are sent by the staff from the official e-mail address of the university to the e-mail address of the International Relations Manager: ir@sabauni.edu.ge.
- 2.4 The documents required for registration are defined as follows:
 - Copy of international passport;
 - Foreign Language Certificate B2 TOEFEL, IELTS; Or a certificate that the academic person has the ability to give a lecture in a foreign language;
 - Cover letter in English language (in which it is outlined the introduction / application of the experience gained as a result of this mobility at the University);
 - In the case of academic staff, a brief description of the lecture course offered to the partner university;
 - CV Euro pass format;
 - Recommendation from the faculty / direct supervisor.

Note: The list of required documents may increase according to the requirements of the Partner University / organization.

3. Procedures and criteria for selection of academic administrative and research staff participating in the exchange program

- 3.1. The documents of those wishing to participate in the exchange program are collected by the International Relations Manager, who ensures the delivery of these documents to the members of the selection committee and the scheduling the interview.
- 3.2. Academic staff will be selected by a Selection Committee approved by order of the Rector, which, as a rule, includes: Vice-Rector (Chairman), one member of the Academic Council, Human Resources Manager (member) and International Relations Manager (Secretary).
- 3.3 Administrative staff will be selected by a Selection Committee approved by order of the Rector, which, as a rule, includes: Vice-Rector (Chairman), Chancellor (member), Human Resources Manager (member) and International Relations Manager (Secretary).
- 3.4. The selection committee evaluates the applicants based on the review of the documentation and individual interview, taking into consideration the following criteria:
 - Ability to give a lecture in a foreign language (academic staff);
 - Ability to communicate in a foreign language (administrative staff);
 - Academic / administrative activities at the University (how actively involved in university activities)

 - Relevance to the announced direction of the mobility;
 - Expected results of the mobility.

Note: Assessment criteria may change according to the requirements of the partner university.

- 3.5. In case of equal competitive evaluation, preference will be given to the affiliated / administrative staff of the Sabauni, who has not participated in the exchange program.
- 3.6. After the evaluation by the selection committee, the International Relations Manager summarizes the overall results and compiles the list of applicants according to it, which is sent to the receiving university, which makes the final decision.
- 3.7 The meeting of the Selection Committee shall be documented in the form of a protocol, which is prepared by the International Relations Manager (Appendix #1.1)
- 3.7. Final results are sent to applicants via email.

4. Mobility recognition and reporting

- 4.1. Academic staff mobility covers reading a lecture course by the professor according to the pre-agreed (mobility agreement) hours at a host university.
- 4.2. In the case of administrative staff, mobility implies meeting with colleagues at the host university, observing their work, and sharing experiences.

- 4.3. After the completion of the mobility, the mobility of the academic staff is considered as a learning activity.
- 4.4. In the case of administrative staff, the mobility period is recognized as a qualification upgrade.
- 4.5. No later than two weeks after the completion of the mobility, the person participating in the exchange program fills in the mobility assessment questionnaire and sends it to the International Relations Manager.
- 4.6. For the purpose of sharing the experience Academic staff involved in mobility is required to make a brief presentation to the Faculty Board within one month of completing the mobility.
- 4.7. After the mobility of the administrative staff, in order to share the experience, the applicant makes a report (Appendix # 1.4) towards the direct supervisor and the International Relations Manager, which is presented orally to the Academic Council no later than one month after the completion of the mobility.

5. Procedures for receiving the visiting staff

- 5.1. The International Relations Manager actively collaborates with the International Relations Departments of the partner universities.
- 5.2. To the purpose of visiting Sabauni through exchange programs, an applicant must first apply to the International Relations Department of his / her university, which then sends applications to the Sulkhani-Saba Orbeliani University for reviewing the candidates .
- 5.3. The International Relations Manager sends the received documents to the relevant faculties.
- 5.4. In case of competition, preference is given to the actuality of the topic and the requirements of the faculty.
- 5.5. In the case of administrative staff, unless mobility positions are pre-determined, the Vice-Rector and the Human Resources Manager, will discuss the issue with the International Relations Manager.
- 5.6. The decision will be sent to the partner universities by the International Relations Manager for information (in a number of cases, the final decision is made by the partner university).
- 5.7. After making the final decision, the International Relations Manager communicates with the visiting staff in cooperation with the specific faculty.
- 5.8. In case of mobility of academic staff, the International Relations Manager is responsible for organizational issues, while the faculty is responsible for planning and implementing lecture courses.

VIII. Reporting and monitoring of internationalization processes

1. For the effective working of the internationalization strategy is responsible . the International Relations Manager, who submits a report to the Vice-Rector once a year (at the beginning of the academic year) and then to the Academic Council .
2. The annual report of the International Relations Manager is based on:
 - Interviews;
 - Reports on Mobility / Participation in International Projects (Appendix # 1.4, Appendix # 1.5; Appendix 1.6);
 - Survey (students, academic / administrative staff, research units; (Appendix # 1.7, Appendix # 1.8)
 - Evaluation of the measures stipulated by the action plan;
 - Evaluation of the activities implemented beyond the planned during the academic year.
3. At the end of the academic year, the International Relations Manager conducts a survey of students, professors, administration and research units on their future expectations (May, June)(Appendix #1.7, Appendix #1.8). The International Relations Manager evaluates the quality of implementation of the current year action plan, reports of the surveys and mobility.
4. The internationalization process is monitored by the Academic Council.
5. At the beginning of the academic year, the International Relations Manager submits a report to the Academic Council on the previous academic year, as well as the action plan for the next year.
6. The academic council reviews the report and action plan, and in the case of positive evaluation, approves them. Otherwise, it makes respective recommendations and mediates with the University Rector on the events implemented in the direction of internationalization.

Sul Khan-Saba Orbeliani University The protocol N of the meeting of the selection committee of the students participating in the exchange program

Tbilisi, mm / dd/ yy

The session was chaired by: Chairman of the Selection

Committee

The session was attended by:

The session is decision-making

Chairman of the session:

Secretary of the Session:

Agenda:

The Selection Committee evaluates and selects / nominates students going to foreign partner universities within the 20XX - 20XX academic year fall / spring semester exchange program.

Heard by:

The members of the commission meeting heard all the applicants, evaluated each of them on the evaluation sheets and confirmed their opinions.

Feedbacks were made by:

stated/decided:

The results will be summarized and finalized by the International Relations Manager, who will send the nominated list to the receiving university. The final decision will be made by the host university.

was supported by:

against:

Abstained:

to the protocol is attached:

1. Annex to Protocol # 1.1.3 - Motivation Assessments completed by Commission Members Form N unit
2. Annex to Protocol #1.1.1. Attendance sheet
3. Annex to Protocol #1.1.2. Students' Selection Form

The session ended at

Chairman of the Session:
Secretary of the Session:

Students' Selection Commission for Educational Mobility in Exchange Program Students' Selection Form

Name, Surname	Academic performance /30%	English language / 40%	Motivation / 30%	Total
	85.	80.	90.	
Student - 1	25.5	32.	27.	84.5
	79.	90.	88.	
Student - 2	23.7	36.	26.4	86.1
	93.	95.	95.	
Student - 3	27.9	38.	28.5	94.4

Secretary of
Tbilisi, date:

**Sulkhan-Saba Orbeliani University Students' Selection
Commission for Educational Mobility in Exchange Program
Students' Selection Form**

Student's name Surname	Motivation (100 points in total)		Total:
	about/ information about courses/50 points	The role of the program in Student's future career /50 points	
Student 1			
Student 2			
Student 3			

Definition of points:

45 – 50 points = is very motivated, knows the university and the courses offered by it, has information about the competition and the program, has a well-formed opinion in what will be useful the experience gained in this program

40-45 points = is motivated, has information on the program and the competition, is familiar with the university and the courses offered in general, has thought about the benefits of this program in his future career, has a great desire to participate

35-40 points - has a great desire to participate in the program, has a very scarce information about the university, is not familiar with the courses offered, but is not definite on the benefits of this program

30-35 = has low motivation, has general information about the university, is not familiar with the courses of the host university, does not understand the benefits of this program in his/her life, has a desire to participate in the program 25-30 points = has very low motivation, is not familiar with the program nor the host university.

Name, Surname of the Commission

Member Date

Signature

Sulkhan-Saba Orbeliani University
The protocol of the Selection Committee for Academic, Scientific and Administrative
Staff Participating in the Exchange Program N

The session was chaired by: Chairman of the Selection

Committee

The session was attended by:

The session is decision-making

Chairman of the session:

Secretary of the

Session: Agenda:

The Selection Committee evaluates and selects / nominates academic, administrative and research structural units going to foreign partner universities within the 20XX - 20XX academic year fall / spring semester exchange program.

Documentation to be submitted:

- Copy of international passport;
- Foreign Language Certificate B2 TOEFEL, IELTS; Or a certificate that the academic person has the ability to give a lecture in a foreign language;
- Cover letter in English language (in which it is outlined the introduction / application of the experience gained as a result of this mobility at the University);
- In the case of academic staff, a brief description of the lecture course offered to the partner university;
- CV Euro pass format;
- Recommendation from the faculty / direct supervisor.

Registration for the applicants wishing to participate in the competition has been completed(dd/mm/yy). A total were submitted ----- applications

Name, Surname	Faculty/department	Status	Affiliated	The confirmation document on conducting lectures in English is submitted The confirmation document on conducting lectures in English is submitted	Has fully submitted documents	Has participated in a similar program participation

N	Law □	Assistant	Yes	Yes	Yes	Yes

When evaluating and nominating applicants, the Commission considers his/her academic /administrative / research activities, expected mobility outcomes, and experience in participating in similar projects.

The Commission agreed on the nominated list of applicants:

- 1.
- 2.
- 3.

Heard by

Feedbacks were made by:

stated/decided:

Supported by:

Against:

Abstained:

To the protocol is attached:

Chairman of the Commission: /.../

Secretary of commission: /...../

Sulkhan-Saba Orbeliani University

Consent to student participation in the exchange program (program name)

Name and surname of the student	
Faculty, Semester	
Exchange program	
Recipient University	

By signing this document, I certify that the International Relations Manager has provided me with complete information about the exchange program and my commitments to participate in it. Therefore, I am ready to:

- respect the internal regulations elaborated by Sabauni and the host university
- fully cover the semester fee before the starting the mobility (in case of scholarship)
- for the purpose of raising awareness of the program, assist Sabauni and the host university in collecting / preparing marketing materials, in particular:
 - During the mobility period, I will periodically post a video / photo taken abroad on the social network with a special hash tag,
 - According to the requirements of the International Relations Manager, I will fill in the questionnaire / prepare the text for publication on the social network.
 - After completion the mobility, I will complete the report submitted by the universities.
 - If necessary, I will participate in a meeting with students and I will share my experience

The University International Relations Manager informed me that:

In case of failure to pass the credits taken at the host university, I will re-take the relevant course after completing the mobility at Sulkhan-Saba Orbeliani University.

In case of mobility in the final semester, after returning, I will add one semester (by paying the corresponding fee);

In case of adding courses at the host university, voluntarily and without the agreement with the faculty, the faculty reserves the right not to recognize the course

Upon completion of the mobility, I must submit a sheet of marks issued by the foreign university to the Quality Development Center for recognition of the education received abroad.

The University should process my personal data in accordance with the Law of Georgia on Personal Data Protection.

I agree with the above-mentioned

Signature, date:

Annex #1.4

Mobility reporting form of an academic / administrative staff participating in the exchange program

Tbilisi

Click or tap to enter a date.

The entity receiving a report	International Relations Manager; Dean of the Faculty, Direct Head of the Structural Unit
Name, Surname	
Faculty / structural unit	
Position	
Name of the exchange program	
The host university	
Mobility period	Click or tap to enter a date.
Activity type: (Lecture, conference, training, workshop, international week, meetings:	
number of hours spent (for academic staff)	
Number of attendee students (Approximately)	

After mobility (it is possible to select several answers)

- I have improved my foreign language skills
- I have acquired / improved my ability to give lectures in a foreign language
- I expanded the circle of acquaintances and made new contacts
- While talking to colleagues, an idea of a joint project occurred to me
- I had the opportunity to share my own experiences with colleagues
- I learned new approaches from colleagues, which I will use in my activities (teaching/ administrative)
- I am more motivated and appreciate my work in Sabauni more
- I want to be more involved in international projects planned for the future
- I became acquainted with the host country / city better
- etc. ...

1. Please indicate the certain 1-2 results (measurable) that this mobility had for you and the University (we will check it after one year to determine the effectiveness of the mobility, e.g. If any kind of activity is planned through your or your contact with the host university, or you got acquainted with the activities of the host university and introduced this news in Sabauni and so on

-- -- --

2. How do you evaluate this mobility, could you briefly share your impressions (to what extent important can this mobility be for the university, the faculty, how can we use the experience gained through mobility? What was interesting to you?

- - - - -

3. Weaknesses in mobility that the university can improve in the future

- - - - -

**Sulkhan-Saba Orbeliani University Report form of a student
participating in an exchange program
Upon completion of the mobility**

Tbilisi

Click or tap to enter a date.

Name, Surname	
Faculty	
Semester	
Exchange program	
The host university	
Period	

1. To what extent did your expectations for this program come true (what has been realized and what did not?)
2. What was the most main benefit you gain from it?
3. Which personal skills did this program help you improve?
4. Which professional skills did this mobility help you improve?
5. Which training courses would you outline the most? and why?
6. Was a training course, which you took abroad and if not for this exchange program, you would not be able to pass it in Georgia ...
7. What will you miss the most?
8. Compare student life in Georgia and abroad ...
9. What are the advantages of participating in an exchange program? Why should a student participate in a similar program
10. Your recommendation for other students, who wish to participate in the exchange program
11. Complete the sentence: If not for this exchange program, I
12. Were there any shortcomings that the university could take into consideration/ improve in the future? Please indicate....

Thank you for your sincerity

Mobility report form for incoming academic / administrative staff participating in the exchange program

Place:

Date: Click or tap to enter a date.

Name, Surname	
Position	
Host faculty / Structural Unit	
Home University	
Name of the Program	
Period of the mobility	

1. Your personal experience from this mobility (what was the main benefit you gain from it?)

2. Your personal opinion, what is the main benefit of Erasmus+ mobility programs for staff and students?

3. How fruitful will be this mobility for the both Universities future cooperation (were discussed any ideas for the future cooperation?)

4. Your personal experience about Georgia /Tbilisi

Please, put a tick (☐) in the respective column and write your comments to each question

Preparatory work	yes	no	Comments
Was sufficient information supplied before the Mobility?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the work load prior to the mobility acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you achieve the tasks you were supposed to deliver before the mobility?	<input type="checkbox"/>	<input type="checkbox"/>	
Were the goals of the meeting achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
Are some goals not met?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the working environment satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	

1. How would you rank the importance of the Mobility for the successful progress of the Cooperation between our Institutions in a scale from 1 (not important) to 5 (very important)? 1 2 3 4 5

2. What do you consider to be the main strength of your mobility at Sabauni?

3. Were there any weak points?
4. Do you have any remark/suggestion/notes regarding the running ICM project that should be taken into consideration for the future projects?

5. If so, please suggest some measures or ways for solving the problem(s).

**Sulkhan-Saba Orbeliani University Internationalization
Questionnaire Students' Survey Form**

Tbilisi

Date: Click or tap to enter a date.

Faculty	
Semester	

1. To what extent informed are you about the university's international projects?
 Yes No
2. Would you like to participate in international projects?
 Yes No
3. Have you participated in international projects?
 Yes No
4. In case of a positive answer, which project will be interesting for you? (it is possible to select several answers)
 - Exchange program (by mutual agreement)
 - Erasmus+ ICM
 - FUCE Scholarship
 - Conference
 - Study visit
 - Research Project
 - etc: -----
5. In the case of a negative question, what is the reason for this?
 - It is just not interesting for me
 - I do not speak a foreign language properly
 - I am not informed
 - Due to financial condition
 - Due to family circumstance
 - I work
6. What do you think how can the university help you to participate in the exchange program?

7. Your comments, which we can take into account in order to improve the service.

-- -- -- thank you

International Relations Manager

Sulkhan-Saba Orbeliani University
Internationalization Questionnaire
 Academic / Administrative / Research Staff Survey Form

Tbilisi,

date: Click or tap to enter a date.

Faculty	
Position	

1. To what extent informed are you about the university's international projects/
 programs?

Yes No

2. Would you like to participate in international projects?

Yes No

3. Have you participated in international projects?

Yes No

4. In case of a positive answer, which project will be interesting for you? (it is possible to select several answers)

Exchange program (by mutual agreement)

Erasmus+ ICM Teaching Mobility

Research scholarship

Conference

International projects (Erasmus+ KA2, Jean Monnet ...)

Research Project

etc:

5. In the case of a negative question, what is the reason for this?

It is just not interesting for me

- I do not speak a foreign language properly
- I am not informed
- Due to family circumstance
- I work
- Etc: -----

6. What do you think how can the university help you to participate in the exchange program?

7. Do you have any ideas for implementing international projects?

a. ----

8. Do you have international contacts, which help us to expand our partnership? Please, in case of willingness, indicate

Thank you

International Relations Manager