Sulkhan-Saba Orbeliani
UNIVERSITY

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Internationalization Policy and Mechanisms

Tbilisi
2026

Preamble

Globalization and technological development have confronted education systems with the need for internationalization. Meeting the challenge of internationalization - and implementing it properly - is on the agenda of nearly every higher education institution worldwide. On its path toward European integration, it is particularly important for Georgia to align itself with ongoing changes in global education and to harmonize its education system with European standards as fully as possible. Accordingly, the internationalization of education is also a significant process for the Government of Georgia, one that should contribute to improving the quality of education and research.

Sulkhan-Saba Orbeliani University (hereinafter "the University" / "SabaUni") has been engaged in the internationalization process since its founding. Internationalization is not merely one of the University's priorities or challenges but an integral part of its identity and activities; indeed, it is explicitly reflected in the University's mission. In developing its education internationalization policy, the University recognizes that the internationalization of higher education institutions may involve long-term processes, such as the mobility of students and academic and administrative staff; knowledge sharing; international cooperation; transnational universities; and the internationalization of the curriculum (global education, intercultural education). In drafting this internationalization document, the University takes into account the strategy of Georgia's Ministry of Education, Science, Culture and Sport, as well as the internationalization criteria and standards established under the authorization and accreditation processes and the Association Agreement. It also takes into consideration international research (Higher Education to 2030, Volume 1: Demography), which shows that, as a result of internationalization, demand for higher education is expected to grow from 100 million to 400 million people by 2030.

1. Objectives

The objectives of the University's internationalization are to:

a) support the continuous integration of the international and intercultural dimension into learning, teaching, and research;

b) foster an understanding of European values and their establishment within society, and analyze, take into account, and implement the achievements of other states and institutions;

c) stimulate interest in international security;

d) contribute to strengthening economic competitiveness;

e) promote mutual understanding among people of different backgrounds.

2. Guiding Principles of Internationalization

Implementation of the University's internationalization policy is based on the following guiding principles:

a) Focus on capability - this entails concrete actions that ensure participation in the internationalization process (the International Relations Office coordinates the international mobility and exchange programs of students and staff in cooperation with the relevant faculties, and is responsible for deepening cooperation with partner universities).

b) Focus on competence and quality - this entails developing a range of skills, competencies, knowledge, and values among students and staff so that they are able to establish themselves within the international community and contribute to society not only locally but also at the global level, which in turn signifies participation in the internationalization process.

c) Focus on culture - an orientation toward shaping a culture, environment, and set of values that fosters the development of international and intercultural opportunities and initiatives.

d) Focus on experience-sharing - the use of international and intercultural experience in teaching, research, and service delivery through a combination of diverse actions, policies, and procedures.

e) Focus on accessibility - ensuring that information is accessible to interested parties (through the University's website, social media pages, the student database, and individual consultations).

3. Criteria for Implementing the Internationalization Policy

To implement its internationalization policy, the University applies the six standards/criteria of the NVAO (Nederlands-Vlaamse Accreditatieorganisatie):

a) Governance - the University has an internationalization vision and policy that is shared by staff and in whose adoption all stakeholders participated. The internationalization vision and policy include verifiable goals and metrics, elements of which are evaluated periodically and help establish the criteria necessary for further development.

b) Learning outcomes - the internationalization vision and policy are adequately reflected in program learning outcomes, and graduates' learning outcomes are linked to the internationalization vision and policy.

c) Programme - the educational objectives of the program and curriculum, as well as student assessment, are linked to the internationalization vision, policy, and learning outcomes.

d) Staff - the competencies of those involved in delivering the University's programs make it possible to achieve the learning outcomes defined by the program. Those involved possess adequate international experience, intercultural competencies, and language proficiency, which makes achieving the program's defined learning outcomes realistic. The professional development policy for staff involved is linked to the University's internationalization vision and policy.

e) Services - student services (for study abroad) are consistent with the internationalization vision, policy, and learning outcomes. Services for international students are consistent with the internationalization vision and policy.

f) Students - learning outcomes are attainable for the students involved, and student mobility is consistent with the internationalization vision and policy.

4. SabaUni's International Cooperation Today

1. Since its founding in 2001, SabaUni has been actively engaged in the internationalization process, which has primarily included inviting and involving foreign professors in the teaching process, organizing international conferences and symposia with the participation of foreign professors and speakers, and developing English-language programs that involve foreign students and professors. Internationalization is accordingly one of the University's strategic directions.

2. Today, the University cooperates with more than 65 universities across Europe, the Americas, Asia, and Africa. This cooperation encompasses the mobility of students and academic and administrative staff, the planning and implementation of joint projects, short-term projects (trainings, courses, public lectures, workshops), participation in international research projects, and the sharing and adoption of best practices.

3. The University actively participates in the European Commission–funded international credit mobility program under Erasmus+ Key Action 1 (KA1), as well as in Erasmus+ KA2 institutional capacity-building projects.

4. SabaUni students have the opportunity to benefit from a study grant established exclusively for SabaUni students by the Federation of Catholic Universities of Europe (FUCE), funding one semester of study at member universities of the Federation.

5. The University's administrative and academic staff have access to trainings organized by the Nanovic Institute for European Studies at the University of Notre Dame (USA).

6. Cooperation with universities that share common values and directions is a priority for the University. Accordingly, in 2018 it became a member of the International Federation of Catholic Universities (IFCU) and the Federation of Catholic Universities of Europe (FUCE). In 2020, SabaUni's Faculty of Law became a member of the European Law Faculties Association (ELFA), and in 2025 the Faculty joined the European Legal Practice Integrated

Studies network (ELPIS). In the same year, the University joined the Association of Three Seas Universities. Membership in several further university associations and networks is planned for the future.

7. Through membership in these federations and associations, the University benefits from special offers, and its representatives take part free of charge or at significant discounts in events organized by these federations (trainings, scholarships, conferences, etc.).

8. For the successful implementation of the internationalization policy, the University's International Relations Manager works actively with the Academic Council, the faculties, and other relevant stakeholders.

5. Mechanisms of Internationalization

The mechanisms supporting the University's internationalization process are as follows:

a) supporting the mobility of students and staff;

b) supporting the scientific and research activities of academic staff;

c) internationalizing educational programs, and planning/organizing joint projects and programs;

d) attracting and involving international students and staff in university programs;

e) expanding the scope of the University's international cooperation, increasing its visibility within the international education space, and joining university networks;

f) participating in innovation- and research-oriented international projects;

g) improving the University's positioning in university ranking systems.

6. Supporting the Mobility of Students and Staff

The University:

a) supports the educational development of staff and students, and actively develops opportunities for international cooperation in the areas of mobility and exchange projects for students and academic and administrative staff;

b) actively participates in the European Commission–funded Erasmus+ KA171 grant project (ICM – International Credit Mobility) and supports the involvement of all its educational programs in the Erasmus+ KA171 program;

c) offers an exclusive scholarship program for students (the FUCE Scholarship, and the KAAD program for doctoral students);

d) concludes international memoranda with partner universities concerning student/staff exchange, under which students are exempted from tuition fees and, in certain cases, accommodation fees;

e) identifies scholarship programs offered by various European governments and foundations for students and academic staff, and ensures their dissemination and implementation;

f) works with foreign colleagues to involve students and staff in BIP (Blended Intensive Programme) initiatives;

g) students participating in exchange programs are selected in accordance with a special procedure (Annex 1).

7. Supporting the Scientific and Research Activities of Academic Staff, and Participation in Research-Oriented Innovative Projects

The University:

a) supports the development of academic staff's research activities and their involvement in international research; plans and holds annual international scientific conferences and symposia;

b) identifies information about scientific conferences planned abroad and ensures that interested persons are informed;

c) seeks funding from leading foreign universities and foundations for individual research projects, and supports the mobility of academic staff and researchers;

d) carries out staff exchanges with partner foreign universities under research mobility;

e) seeks funding from international and local donors for joint research projects;

f) supports the publication of staff's work in international research journals;

g) publishes English-language publications and journals;

h) identifies information about international research projects and research grants planned abroad, and ensures that this information reaches interested persons;

i) cooperates with the Shota Rustaveli National Science Foundation;

j) funds staff participation in international conferences and projects;

k) participates in Erasmus+ KA2, Jean Monnet, Horizon, Marie Skłodowska-Curie Actions, and other projects;

l) academic, administrative, and research staff participating in exchange programs are selected in accordance with a special procedure (Annex 1).

8. Internationalization of Educational Programs, and Planning/Organization of Joint Projects and Programs

The University:

a) adds English-language courses/modules to its programs with a view to internationalizing them;

b) works, in response to market demand, to add English-language programs at both the bachelor's and master's levels;

c) includes foreign-language core and supplementary literature in the syllabi of its educational programs;

d) invites foreign professors to participate in the delivery of its educational programs;

e) plans joint educational programs with international partners (including programs leading to double degrees);

f) seeks funding from international donors to implement joint projects (study visits for students and staff, seminars, research projects);

g) supports the participation of University students in seminars, academic events, summer schools, and camps organized by partner universities (free of charge or under special conditions);

h) supports the involvement of academic staff, together with foreign colleagues, in the COIL (Collaborative Online Intensive Learning) program.

9. Attracting and Involving International Students and Staff in University Programs

9.1. To attract foreign students to the University, the University draws on educational market research, existing channels of communication with international students, analyses of the local market for target groups, socio-economic and cultural reports on target countries, and similar sources. In particular, to attract foreign students and to promote the University among them, the University:

a) participates in international education forums and exhibitions both within the country and abroad;

b) opens a representative office, where necessary, in a target country;

c) concludes bilateral and multilateral agreements with universities on student exchange programs;

d) cooperates with local and international agencies, as well as with individual agents;

e) organizes, where necessary, presentations and various informational events for target groups, both within the country and abroad;

f) registers and disseminates information on various online educational platforms;

g) appoints a coordinator for foreign students to oversee their coordination, support, and adaptation;

h) plans social activities for foreign students to support their adaptation to the local community, organizes periodic orientation meetings, and encourages their involvement in international and foreign-language academic and research events;

i) is oriented toward involving, to the greatest extent possible, foreign professors residing temporarily or permanently in Georgia in both educational and research activities, thereby making the University more attractive to international students.

9.2. The following mechanisms are used to attract foreign professors from abroad:

a) personal contacts of the University's academic and administrative staff;

b) bilateral agreements with partner universities;

c) international projects and joint research;

d) international academic events;

e) Erasmus+ ICM projects and programs;

f) intensive seminars, workshops, and social events.

9.3. Overall supervision of a foreign professor's involvement in the University environment and their adaptation process in the country is provided by the International Relations Manager, while direct responsibility lies with the relevant faculty or research unit whose program or event brings the foreign professor to Georgia.

10. Development of the University's International Cooperation, Expansion of Its Scope, and Increasing Visibility and Integration within the International Education Space

10.1. The International Relations Manager maintains ongoing communication with existing partners regarding the University's current news, informs them of planned events, and offers them opportunities to become involved in specific projects.

10.2. To develop international cooperation and increase visibility within the international education space, the University:

a) concludes memoranda of cooperation with universities in various countries around the world, particularly with universities that share common values and directions;

b) joins various university associations and federations and develops cooperation with the universities that belong to these bodies;

c) participates in various events organized by these federations (general assemblies, joint conferences, trainings, and masterclasses);

d) joins university federations and associations with a professional/disciplinary focus;

e) participates in international events, education fairs, meetings, and international weeks;

f) hosts international conferences, symposia, and other events;

g) prints promotional/informational brochures and newsletters and distributes them to partners at various thematic meetings;

h) works to improve its positioning in international university rankings in order to enhance its international reputation.

11. Reporting and Monitoring of Internationalization Processes

11.1. The International Relations Manager is responsible for the effective implementation of the internationalization strategy and submits a report once a year (at the beginning of the academic year) to the Vice-Rector, and subsequently to the Academic Council.

11.2. The International Relations Manager's annual report is based on:

a) interviews;

b) reports on mobility and participation in international projects;

c) surveys (of students, academic/administrative staff, and research units);

d) an assessment of the activities envisaged in the action plan;

e) an assessment of activities carried out during the academic year beyond those originally planned.

11.3. At the end of the academic year, the International Relations Manager conducts a survey of students, professors, administration, and research units regarding their expectations for the future (May–June). The International
Relations Manager assesses the degree of implementation of the current year's action plan on the basis of these surveys and the mobility reports.

11.4. Monitoring of the internationalization process is carried out by the Academic Council.

11.5. At the beginning of the academic year, the International Relations Manager submits to the Academic Council a report on the past academic year, together with the action plan for the coming year.

11.6. The Academic Council reviews the report and action plan and, if it assesses them favorably, approves them. Otherwise, it adopts appropriate recommendations and petitions the Rector of the University regarding the measures to be implemented with respect to internationalization.

Annex 1

Rules for the Selection of Students and Staff Participating in Exchange/Research Programs

1. Dissemination of Information on Exchange Programs

1.1. On the basis of agreements with partner universities, the International Relations Manager prepares the call for applications and disseminates it on the University's website and social media. Mobility under an exchange program covers one semester (in certain cases, one academic year is possible). The call is announced twice a year: in autumn and in spring.

1.2. Information about the calls is sent to students by e-mail and through the student database.

1.3. The International Relations Manager holds an information session on exchange programs for students and staff. At this session, the International Relations Manager invites persons who benefited from various exchange programs in the previous year to share their experience with interested parties.

1.4. The International Relations Manager provides individual consultations to interested persons on matters related to exchange programs.

2. Conditions for Student Participation in Exchange Programs

2.1. A student may participate in international exchange programs announced by the International Relations Manager if the student:

2.1.1. has completed one academic year at the University (in the case of master's and doctoral programs, a first-semester student may also take part);

2.1.2. holds active student status;

2.1.3. has foreign-language proficiency at level B2;

2.1.4. has a good academic record (GPA of no less than 2.0);

2.1.5. has no outstanding financial obligations to the University.

2.2. The following students may not take part in the competition: first-year students (at the bachelor's level) and students in their final semester (at all three levels) (the mobility semester must not be the final semester). Nor may students who are subject to a disciplinary sanction under the University's Student Code of Conduct.

2.3. Students participating in an exchange program carried out under an agreement between faculties of the respective universities may be exempted from tuition fees both at the host university and at Sulkhan-Saba Orbeliani University.

2.4. Students participating in a scholarship program (Erasmus+ KA171, the FUCE Scholarship, or other) are required to complete administrative registration at the beginning of the semester and to pay the full semester tuition fee.

3. Procedures for Student Participation in Exchange Programs

3.1. The procedures for participation in the competition are defined by the following stages:

- registration (submission of documents to the International Relations Manager);
- foreign-language testing (for those who do not hold an international certificate);
- interview with the selection committee;
- submission of the preliminary results (nomination) to the host university, and the host university's final decision;
- conclusion of a learning agreement between the student and the host university;
- submission of the final documentation to the host university;
- visa procedures;
- departure.

3.2. The student sends the documentation required for registration from their official University student e-mail address to the e-mail address of the International Relations Manager: ir@sabauni.edu.ge.

3.3. As a rule, the documents required for registration are:

- academic transcript;
- certificate confirming foreign-language proficiency at level B2 (TOEFL, IELTS), if available;
- motivation letter in English;
- research plan (in the case of doctoral program students);
- CV in Europass format;
- letter of recommendation from the faculty/professor;
- document confirming participation in community engagement activities;
- document confirming participation in extracurricular activities.

Note: Additional documents may be requested in line with the requirements of the partner university/organization.

4. Procedures and Criteria for Selecting Students Participating in Exchange Programs

4.1. Documentation from applicants wishing to participate in an exchange program is collected by the International Relations Manager, who ensures that this documentation is provided to the members of the selection committee and schedules the interviews.

4.2. Students are selected by a selection committee approved by order of the Rector, which as a rule comprises: the Vice-Rector (Chair); the deans of the faculties (members); professors from the fields covered by the competition (members); a representative of the Student Self-Government; one student who has previously benefited from an exchange program (member); the Manager for Academic Research, Planning, and Development (in the case of doctoral program students); and the International Relations Manager (Secretary).

4.3. On the basis of an individual interview, the selection committee assesses bachelor's and master's program students against the following criteria:

- academic record – 30 points;
- foreign-language proficiency – 25 points;
- motivation – 25 points;
- participation in community engagement events – 10 points;
- participation in other extracurricular activities – 10 points.

Note: Depending on the requirements of the partner university, different assessment criteria may be established in specific cases.

4.4. On the basis of an individual interview, the selection committee assesses doctoral program students (in the case of research mobility) as a rule against the following criteria:

- research plan – 3 points;
- relevance to the announced mobility field – 3 points;
- expected outcomes of the mobility – 3 points;
- foreign-language proficiency – 3 points;
- participation in community engagement events and other extracurricular activities – 3 points.

(where 1 = below average; 2 = average; 3 = good).

4.5. In the event of an equal competition score/assessment, preference is given to a student from a socially vulnerable family, and likewise to a student who has never previously received a study grant to study abroad.

4.6. Following the selection committee's assessment, the International Relations Manager compiles the overall results, draws up a ranked list of applicants, and sends it to the host university, which makes the final decision.

4.7. The meeting of the selection committee is recorded in the form of minutes, prepared by the International Relations Manager.

4.8. Applicants are notified of the final results by e-mail.

5. Recognition of Mobility

5.1. To ensure recognition of the credits obtained as a result of mobility, following the final selection of the applicant, a learning agreement specifying the courses to be taken (both at the host university and at Sulkhan-Saba Orbeliani University) is concluded among the student, the faculty, and the host university.

5.2. To ensure the maximum possible recognition of credits, the dean of the faculty and the program coordinator provide individual consultations to applicants regarding their courses.

5.3. A student participating in an exchange program may, on average, take courses equivalent to 23–30 credits during the semester.

5.4. Upon completion of mobility abroad, the host university sends the transcript of records to Sulkhan-Saba Orbeliani University electronically no later than four weeks after completion, or provides the student with officially certified information for submission to SabaUni.

5.5. The student must submit the transcript of records to the faculty. The faculty shall recognize credits earned abroad in accordance with the "Rules for the Recognition of Credits" (provided that prior approval from the Center was obtained for the respective exchange program).

6. Other Scholarship Programs and Short-Term Projects

6.1. University students may participate in international scholarship study and research programs. In such cases, the International Relations Manager provides consultations to students and assists them in communicating with partner universities and in preparing the required documents.

6.2. When participating in another scholarship program, a student may have their education obtained abroad recognized by Sulkhan-Saba Orbeliani University, provided that prior approval for the program in question has been obtained from the Center.

6.3. Students may take part in summer schools and events organized by Sulkhan-Saba Orbeliani University's partner universities.

6.4. On the basis of an agreement with the partner, where the University is required to nominate candidates, students wishing to participate in the program must complete the procedures established for participation in international exchange programs.

6.5. In the case of research mobility, the student agrees the research topic and its recognition with the head of the Doctoral School.

II. Selection and Participation of University Staff in Exchange Programs

7. Conditions for Participation in Exchange Programs for Academic and Administrative Staff

7.1. Exchange mobility for academic and administrative staff consists of a short-term visit to a foreign university, lasting from 5 to 30 days (or longer, if provided for by the specific program).

7.2. Under Erasmus+ ICM, the exchange program covers staff travel and subsistence costs through a pre-established grant.

7.3. Under bilateral agreements, the exchange program provides for accommodation to be arranged by the host university (all other costs are covered by the applicant).

7.4. Academic staff of Sulkhan-Saba Orbeliani University who are actively involved in the teaching process, have foreign-language proficiency, and are able to deliver lectures in a foreign language may participate in exchange programs.

7.5. Administrative staff of the University who have at least one year of work experience at the University and have foreign-language proficiency at a communicative level may participate in exchange programs.

8. Procedures for Participation in Exchange Programs for Academic and Administrative Staff

8.1. The International Relations Manager publishes the announcement of exchange programs and sends the relevant information to the University's academic and administrative staff.

8.2. The procedures for participation in the competition are defined by the following stages:

- registration (submission of documents to the International Relations Manager);
- selection of applicants by the selection committee;
- submission of the preliminary results (nomination) to the host university, and the host university's final decision;
- conclusion of a mobility agreement between the applicant and the host university (the faculty or department where the mobility takes place);
- submission of the final documentation to the host university.

8.3. Staff send the documentation required for registration to the International Relations Manager from their official SabaUni e-mail address, to the e-mail address: ir@sabauni.edu.ge.

8.4. The documentation required for registration is defined as follows:

- certificate confirming foreign-language proficiency at level B2 (TOEFL, IELTS), or confirmation that the academic staff member is able to deliver a lecture in a foreign language;
- motivation letter in English (highlighting how the experience gained through this mobility will be applied/introduced at the University);
- in the case of academic staff, a brief description of the lecture course offered to the partner university;
- CV in Europass format;
- letter of recommendation from the faculty/direct supervisor (in the case of administrative staff).

Note: The list of required documents may be extended in line with the requirements of the partner university/organization.

9. Procedures and Criteria for Selecting Academic and Administrative Staff Participating in Exchange Programs

9.1. Documentation from staff wishing to participate in an exchange program is collected by the International Relations Manager, who ensures that this documentation is provided to the members of the selection committee and schedules the interviews.

9.2. Academic staff are selected by a selection committee approved by order of the Rector, which as a rule comprises: the Vice-Rector (Chair), the dean of the faculty (member), the Human Resources Manager (member), and the International Relations Manager (Secretary).

9.3. Administrative staff are selected by a selection committee approved by order of the Rector, which as a rule comprises: the Vice-Rector (Chair), the Chancellor (member), the Human Resources Manager (member), and the International Relations Manager (Secretary).

9.4. On the basis of a review of the applicant's documentation and an individual interview, the selection committee assesses applicants against the following criteria:

- ability to deliver lectures in a foreign language (academic staff) – 3 points;
- foreign-language communication skills (administrative staff) – 3 points;
- academic/administrative activity at the University (the extent of active involvement in University activities) – 3 points;
- content of the lectures to be delivered (academic staff) / planned activities (administrative staff) – 3 points;
- relevance to the announced mobility field – 3 points;
- expected outcomes of the mobility – 3 points.

(where 1 = below average; 2 = average; 3 = good).

Note: The assessment criteria may be changed in line with the requirements of the partner university.

9.5. In the event of an equal competition score, preference is given to affiliated academic/administrative staff of SabaUni who have not previously participated in an exchange program.

9.6. Following the selection committee's assessment, the International Relations Manager compiles the overall results and, on this basis, draws up a list of applicants, which is sent to the host university, which makes the final decision.

9.7. The meeting of the selection committee is recorded in the form of minutes, prepared by the International Relations Manager.

9.8. Applicants are notified of the final results by e-mail.

10. Recognition of Mobility and Reporting

10.1. Mobility for academic staff involves delivering a lecture course, for a number of hours agreed in advance (in the mobility agreement), at the host university.

10.2. For administrative staff, mobility involves meeting with colleagues at the host university, job shadowing, sharing experience, or participating in an international week.

10.3. Upon completion of the mobility, mobility undertaken by academic staff is counted as teaching activity.

10.4. In the case of administrative staff, the mobility period is recognized as professional development.

10.5. No later than two weeks after completing the mobility, the participant completes a mobility evaluation questionnaire and sends it to the International Relations Manager.

10.6. Following mobility undertaken by administrative staff, the experience and developments gained abroad are shared with colleagues in the format of a working meeting.

11. Procedures for Hosting Incoming Staff

11.1. The International Relations Manager actively cooperates with the international relations departments of partner universities.

11.2. In order to come to SabaUni under an exchange program, an applicant must first apply to the international relations office of their own university, which then forwards the applications to Sulkhan-Saba Orbeliani University for consideration of candidates.

11.3. The International Relations Manager forwards the documents received to the relevant faculties.

11.4. Where there is a competition, preference is given on the basis of the relevance of the topic and the requirements of the faculty.

11.5. In the case of administrative staff, where mobility positions have not been defined in advance, the Vice-Rector and the Human Resources Manager, together with the International Relations Manager, consider the matter.

11.6. The International Relations Manager forwards the decision to partner universities for their information (in certain cases, the final decision is taken by the partner university).

11.7. Once the final decision has been taken, the International Relations Manager communicates with the incoming staff member, in cooperation with the faculty in the relevant field.

11.8. In the case of academic staff mobility, the International Relations Manager is responsible for organizational matters, while the faculty is responsible for planning and delivering the lecture courses.

Student Assessment Criteria System

Academic record is assessed on a maximum of 30 points

Points	GPA
21–30	3.1–4.0
11–20	2.1–3.0
10	2.0
0–9	1.0–1.9

Applicant motivation is assessed on a maximum of 25 points.

Points	Description
25	The applicant has a clear understanding of the objectives of the exchange program, is familiar with the host university and the courses it offers, understands the significance of participating in the exchange program for their future career, and has made a well-considered choice.
20	The applicant understands the objectives of the exchange program and has a general familiarity with the host university, but is not familiar with the courses it offers. The applicant has a moderate understanding of the significance of participating in the exchange program.
15	The applicant has general information about the exchange program and the host university, but no information about the courses offered, and has not clearly formulated their expectations of the exchange program.
10	The applicant has general information about the exchange program, but no information about the host university, the courses, or the general benefits of exchange programs.
5	The applicant wishes to participate in the program but has no understanding of the exchange program or its outcomes.

Foreign-language proficiency is assessed on a maximum of 25 points, based on the results of testing.

Points	Test score
25	91–100
20	81–90

Points	Test score
15	71–80
10	61–70
5	51–60

Involvement in community and extracurricular activities is assessed on a maximum of 10 points, with points awarded for each event. In the case of 10 or more events, the applicant is awarded the maximum of 10 points.

Annexes:

- Annex No. 1.1 – Minutes of the meeting of the selection committee for students participating in an exchange program
- Annex to the Minutes No. 1.1.1 – Attendance sheet
- Annex to the Minutes No. 1.1.2 – Student selection form
- Annex to the Minutes No. 1.1.3 – Motivation assessment form completed by committee members
- Annex to the Minutes No. 1.1.4 – Assessment form for applicants (doctoral program students) competing to participate in exchange programs
- Annex No. 1.2 – Minutes of the selection committee for academic and administrative staff participating in an exchange program
- Annex No. 1.3 – Student's consent to participate in the exchange program (name of program)
- Annex No. 1.4 – Mobility reporting form for academic/administrative staff participating in an exchange program
- Annex No. 1.5 – Student report form following completion of mobility under an exchange program
- Annex No. 1.6 – Mobility report form for incoming academic/administrative staff participating in an exchange program

Annex No. 1.1

Sulkhan-Saba Orbeliani University

Minutes No. ____ of the Meeting of the Selection Committee for Students Participating in the Exchange Program

Tbilisi, month/day/year

Chaired by: Chair of the selection committee

Present:

The meeting has quorum

Chair of the meeting:

Secretary of the meeting:

Agenda:

The selection committee evaluates and carries out the assessment and selection/nomination of students departing to partner universities abroad under the exchange program for the autumn/spring semester of the 20XX–20XX academic year.

Heard:
The members of the committee heard all applicants, assessed each of them on the evaluation sheets, and recorded their comments.

Opinions expressed:
Resolved/decided:
The results will be compiled and finalized by the International Relations Manager, who will forward the list of nominees to the host university. The final decision will be taken by the host university.

In favor: _____

Against: _____

Abstained: _____

The following are attached to these minutes:

1. Annex to the Minutes No. 1.1.1 – Attendance sheet
2. Annex to the Minutes No. 1.1.2 – Student selection form
3. Annex to the Minutes No. 1.1.3 – Motivation assessment form, completed by committee members, N copies
4. Annex to the Minutes No. 1.1.4 – Assessment form for applicants (doctoral program students) competing to participate in exchange programs

The meeting closed at _____.

Chair of the meeting: _____

Secretary of the meeting: _____

Annex to the Minutes No. 1.1.1

Sulkhan-Saba Orbeliani University

Meeting of the Selection Committee for Students Participating in the Exchange Program

Attendance Sheet

Documentation to be submitted:

- Transcript of records;
- Certificate confirming foreign-language proficiency at level B2 (TOEFL, IELTS), if available;
- Motivation letter in English (200–250 words);
- CV in Europass;
- Letter of recommendation from the faculty/professor.

Registration of applicants wishing to participate in the competition closed on ……. (month, day, year). A total of _____ applications were submitted.

Name, Surname	Faculty, year	Host university	Documentation fully submitted

In its assessment, the committee takes into account the student's involvement in University events, the socio-economic status of their family, and their experience of participation in exchange programs. In the event of equal conditions, preference is given to a student from a socially vulnerable family, and likewise to a student who has not previously received a study grant abroad.

No.	Committee member's name, surname	Position	Signature

Annex to the Minutes No. 1.1.2

Sulkhan-Saba Orbeliani University

Selection Committee

Assessment Form for Applicants Competing to Participate in Exchange Programs

Exchange program: _____

Host university/universities: _____

Name, Surname	Academic record (max. 30)	Foreign-language proficiency (max. 25)	Community engagement activities (max. 10)	Extracurricular activities (max. 10)	Motivation (max. 25)

Academic record is assessed on a maximum of 30 points

Points	GPA
21–30	3.1–4.0
11–20	2.1–3.0
10	2.0
0–9	1.0–1.9

Foreign-language proficiency is assessed on a maximum of 25 points (test results)

Test score	Points
91–100	25
81–90	20
71–80	15
61–70	10
51–60	5

Involvement in community and extracurricular activities is assessed on a maximum of 10 points, with one point awarded for each event. In the case of 10 or more events, the applicant is awarded the maximum of 10 points.

Note: _____

Selection committee member's name, surname: _____

Signature: _____

Date: _____

Annex to the Minutes No. 1.1.3

Sulkhan-Saba Orbeliani University

Selection Committee for Students Participating in the Exchange Program

Student Motivation Assessment Form

The applicant's motivation is assessed on a maximum of 25 points.

Student's name, surname	Points awarded

Definition of scores:

25 points = Highly motivated; is familiar with the University and the courses it offers; is well informed about the competition and the program; has a clear understanding of how the experience gained through the program will be of use.

20 points = Motivated; has information about the program and the competition; has general familiarity with the University and the courses offered; has given thought to the benefits of the program for their future career; has a strong wish to participate.

15 points = Has a strong wish to participate in the program; has very limited information about the University; is not familiar with the courses offered; but has not formed a clear view of the benefits of the program.

10 points = Low motivation; has general information about the University; is not familiar with the courses offered by the host university; has not considered the benefits of the program for their life, but wishes to participate in the program.

5 points = Very low motivation; is not familiar with either the program or the host university.

Committee member's name, surname: _____

Date: _____

Signature: _____

Annex to the Minutes No. 1.1.4

Sulkhan-Saba Orbeliani University

Selection Committee

Assessment Form for Applicants (Doctoral Program Students) Competing to Participate in Exchange Programs

Exchange program: _____

Host university/universities: _____

Assessment form: each activity is assessed on a maximum of 3 points, where 1 = below average; 2 = average; 3 = good.

Name, Surname	Foreign language (max. 3)	Research plan (max. 3)	Community engagement events and other extracurricular activities (max. 3)	Relevance (max. 3)	Expected outco (max. 3)

Involvement in community and extracurricular activities is assessed on a maximum of 3 points, with one point awarded for each activity. In the case of 3 or more events, the applicant is awarded the maximum of 3 points.

Note: _____

Selection committee member's name, surname: _____

Signature: _____

Date: _____

Annex No. 1.2

Sulkhan-Saba Orbeliani University

Minutes No. ____ of the Meeting of the Selection Committee for Academic and Administrative Staff Participating in the Exchange Program

Chaired by: _____

Chair of the selection committee

Present: _____

The meeting has quorum

Chair of the meeting: _____

Secretary of the meeting: _____

Agenda:

The selection committee evaluates and carries out the assessment and selection/nomination of academic and administrative staff departing to partner universities abroad under the exchange program for the autumn/spring semester of the 20XX–20XX academic year.

Documentation to be submitted:

- Certificate confirming foreign-language proficiency at level B2 (TOEFL, IELTS), or confirmation that the academic staff member is able to deliver a lecture in a foreign language;
- Motivation letter in English (highlighting how the experience gained through this mobility will be applied/introduced at the University);
- In the case of academic staff, a brief description of the lecture course offered to the partner university;
- CV in Europass format;
- Letter of recommendation from the faculty/direct supervisor.

Registration of applicants wishing to participate in the competition closed on ……. (month, day, year). A total of _____ applications were submitted.

Name, Surname	Faculty/Department	Status	Affiliated	Documentation fully submitted	Has previously participated in a similar program

In nominating applicants, the committee's assessment takes into account the applicant's academic/administrative activity, the expected outcomes of the mobility, and their experience of participation in similar projects.

Assessment form:

Name, Surname	Foreign language (max. 3)	Academic/administrative activity at SabaUni (max. 3)	Mobility plan (max. 3)	Relevance (max. 3)	Expected outcome (max. 3)

The committee agreed on the following list of nominated applicants:

1.

2.

3.

Heard:

Opinions expressed:
Resolved/decided:
In favor: _____

Against: _____

Abstained: _____

The following are attached to these minutes:
Chair of the committee: / ... /

Secretary of the committee: / ... /

Annex No. 1.3

Sulkhan-Saba Orbeliani University

Student's Consent to Participate in the Exchange Program (Name of Program)

Student's name, surname	
Faculty, semester	
Exchange program	
Host university	

By signing this document, I confirm that the International Relations Manager has provided me with full information about the exchange program and my obligations as a participant. Accordingly, I am prepared to:

- respect the internal regulations established by SabaUni and the host university;
- pay the full cost of the semester before the start of the mobility (in the case of a scholarship);
- assist SabaUni and the host university in gathering/preparing marketing materials in order to raise awareness of the program, in particular by:
  - periodically posting, during the mobility period, photos/videos taken abroad on social media with the designated hashtag;
  - completing a questionnaire / preparing a text for publication on social media, as requested by the International Relations Manager;
  - completing the report requested by the universities upon completion of the mobility;
  - participating, where necessary, in a meeting with students to share my experience.

The University's International Relations Manager has informed me that:

If the mobility takes place during my final semester, upon my return I will add one additional semester (subject to payment of the corresponding fee);

If, at the host university, I add courses on my own initiative and without agreement with the faculty, the faculty reserves the right not to recognize that course;

Upon completion of the mobility, I must submit the transcript issued by the foreign university to the relevant faculty at the university.

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

I agree to the above.

Signature: _____

Date: _____

Annex No. 1.4

Mobility Reporting Form for Academic/Administrative Staff Participating in the Exchange Program

To be completed in a Google Form

Tbilisi

Recipient of the report	International Relations Manager;
Name, Surname	
Faculty/structural unit	
Position	
Name of the exchange program	
Host university	
Mobility period	
Type of activity (lecture, conference, training, workshop, international week, meetings)	
Number of hours delivered (for academic staff)	
Approximate number of students in attendance	

After the mobility (you may select several answers):

☐ I improved my foreign-language skills

☐ I acquired/improved my ability to deliver lectures in a foreign language

☐ I expanded my network and made new contacts

☐ Through discussions with colleagues, I came up with an idea for a joint project

☐ I had the opportunity to share my own experience with colleagues

☐ I learned new approaches from colleagues that I will apply in my work (teaching/administrative)

☐ I am more motivated and value my work at SabaUni more highly

☐ I would like to be more involved in future international projects

☐ I gained a better understanding of the host country/city

☐ Other…

1. Please indicate 1–2 specific (measurable) outcomes that this mobility had for you and for the University (to assess the effectiveness of the mobility, we will follow up after one year — for example, whether any activity was planned with the host university through a contact you established or brought, or whether you became familiar with the host university's practices and introduced this innovation at SabaUni, and so on).

2. How would you assess this mobility — please briefly share your impressions (how significant might this mobility be for the University or the faculty; how can the experience gained through the mobility be applied; what did you find interesting?

3. Weaknesses of the mobility that the University could improve in the future.

– – – – –

Annex No. 1.5

Sulkhan-Saba Orbeliani University

Report Form for Students Participating in the Exchange Program

Following Completion of Mobility

Tbilisi

Name, Surname	
Faculty	
Semester	
Exchange program	
Host university	
Period	

4. To what extent were your expectations of this program met (what was and was not met)?
5. What was the main benefit of this program for you?
6. Which personal skills did this program help you improve?
7. Which professional skills did this mobility help you improve?
8. Which courses would you highlight most, and why?
9. Was there a course you took abroad that you would not have been able to take in Georgia had it not been for this exchange program?
10. What will you miss the most?
11. Compare student life in Georgia and abroad.
12. What are the advantages of participating in an exchange program? Why should a student take part in such a program?
13. Your recommendation for other students who wish to participate in an exchange program.
14. Complete the sentence: Had it not been for this exchange program, I …
15. Were there any shortcomings that the University could take into account/improve in the future? Please specify …

Thank you for your candor.

Annex No. 1.6

Mobility Report Form for Incoming Academic/Administrative Staff Participating in the Exchange Program

To be completed in a Google Form

Name, Surname	
Position	
Host faculty/structural unit	
Home university	
Name of the program	
Period of the mobility	

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

– –

17. In your personal opinion, what is the main benefit of Erasmus+ mobility programs for staff and students?

– –

18. How fruitful will this mobility be for future cooperation between the two universities (were any ideas for future cooperation discussed)?

– –

19. Your personal experience of Georgia/Tbilisi.

– –

Please put a tick (✓) in the relevant column and add your comments to each question.

Preparatory work	**Yes**	**No**	**Comments**
Was sufficient information supplied before the mobility?	☐	☐	
Was the workload prior to the mobility acceptable?	☐	☐	
Did you achieve the tasks you were expected to deliver before the mobility?	☐	☐	
Were the goals of the visit achieved?	☐	☐	
Were any goals not met?	☐	☐	
Was the working environment satisfactory?	☐	☐	

20. How would you rate the importance of this mobility for the successful development of cooperation between our institutions, on a scale from 1 (not important) to 5 (very important)? 1 2 3 4 5
21. What do you consider to be the main strength of your mobility at SabaUni?
22. Were there any weak points?
23. Do you have any remarks/suggestions/notes regarding the current ICM project that should be taken into account for future projects?
24. If so, please suggest some measures or ways of addressing the issue(s).