

**Rules for selecting students, academic, administrative and support staff for  
participation in international exchange and mobility programs of  
LLC Tbilisi Humanitarian University**

**Article 1. General Provisions and Scope of Regulation**

1. The purpose of the Rules for the Selection of Students for Participation in International Exchange and Mobility Programs of the Tbilisi Humanitarian University LLC (hereinafter referred to as the “Rules”) is to facilitate the participation of students, academic, administrative and support staff of the Tbilisi Humanitarian University LLC (hereinafter referred to as the “University”) in international exchange and mobility programs of the University.

2. This Rule regulates the procedural issues of the selection of students, academic, administrative and support staff of the University for the purpose of participation in international exchange and mobility programs of the University.

**Article 2. Basis of International Exchange and Mobility Programs** The basis of the University's international exchange and mobility programs may be a bilateral written document (memorandum, agreement, etc.) concluded with a partner foreign higher education institution, an international project accepted by the University in accordance with the established procedure or another international project in which the University participates, government grants.

**Article 3.** Candidates for participation in the international exchange and mobility program are selected by a 5-member commission selected by the Rector of THU in one stage, based on special criteria provided for and developed by this rule.

**Article 4. Student Selection Criteria**

**4. 1. Academic performance - 50%**

- Academic performance is a summarized assessment of the results achieved by students at a given stage of the educational process in accordance with the requirements provided for by subject programs. When determining academic performance, the disciplinary characteristics of the student and those personal qualities whose development is not the goal of the subject program are not taken into account.
- When determining academic performance, GPA (grade point average) is taken into account. The

grade point average is a number that represents the average value of the final grades accumulated in courses over time.

#### 4. 2. English language proficiency - 20%

- English language proficiency can be assessed by several criteria:
- International English language certificate (Test of English as a Foreign Language- TOEFL; International English Language Testing System- IELTS; Cambridge English Qualifications; Pearson English Language Test- PTE Academic, etc.), equivalent to B2.
- Assessment of English as a compulsory subject (compulsory English language assessment in the curriculum), equivalent to B2.
- Based on the interview.

#### 4. 3. Motivation - 10%

- Why does the student want to go abroad to study:
  - How will studying abroad help him in his personal and professional growth?
  - Does he have a developed vision of his professional future after returning to the country?
- Highlighting the student's advantages in relation to other applicants:
  - Why you and not others? What advantages do you have?
  - What will THU and the host university gain from your admission/admission?
  - What skills will you develop?
  - What will other students (at THU and the host university) learn from you?

#### 4.4. Language proficiency of the host university -10%

- Language proficiency of the host country/university is assessed according to several criteria:
- International language certificate;
- Based on the assessment of the subject (elective language) passed during university studies.
- Based on an interview.

#### 4.5. Socio-economic status - 10%

- Internally displaced persons from the occupied territories of Georgia (Abkhazia, Samachablo);
- Socially vulnerable persons;
- Family members of those killed in the war for the territorial integrity of Georgia;
- Persons living in the occupied territory;
- Residents of border villages of the occupied territories.

Article 5. Criteria for selection of academic staff the candidate is required to submit the following documents:

1. CV in Europass format in English;
2. English language certificate, if any;
3. Biometric passport;

#### 4. Completed mobility agreement form.

- English language - 50%
- English language proficiency can be assessed by:
- Test of English as a Foreign Language (TOEFL);
- International English Language Testing System- IELTS;
- Cambridge English Qualifications; Pearson English • Language Test- PTE Academic;
- Other certificate equivalent to B2 level.

At LLC Tbilisi Humanitarian University, lecturers of English-speaking groups (current or former) are not required to provide an English language certificate.

Lecturers of English-speaking exchange students are not required to provide a language certificate.

In case of an English-language diploma (bachelor, master's, doctoral), the candidate is not required to provide a language certificate.

#### ➤ Completed application form - 20%

The applicant must submit a completed and prepared application form that meets the requirements of the announced exchange program (plan of activities to be carried out during the stay at the host university).

#### ➤ Dean's Recommendation - 30%

A written recommendation from the Dean is not required. The Dean will submit his/her recommendation to a specially created selection committee.

Article 6. Criteria for selection of administrative/support staff The candidate is required to submit the following documents:

1. CV in Europass format in English;
2. English language certificate, if any;
3. Language proficiency certificate of the host university, if any.
4. Biometric passport;
5. Completed mobility agreement form.

➤ English language - 40%

English language proficiency can be assessed by:

- Test of English as a Foreign Language (TOEFL);
- International English Language Testing System- IELTS;
- Cambridge English Qualifications;
- Pearson English
- Language Test- PTE Academic;

B2 level equivalent or other certificate;

Lecturers of English-speaking groups (current or former) at Tbilisi Humanitarian University LLC are not required to have an English language certificate.

Lecturers of English-speaking exchange students are not required to have a language certificate.

In case of having an English-language diploma (bachelor's, master's, doctoral), candidates are not required to submit a language certificate.

➤ Completed application form - 20%

The applicant must submit a completed and prepared application form that meets the requirements of the announced exchange program (plan of activities to be carried out during the stay at the host university).

➤ Language proficiency of the host university - 10% Language proficiency of the host country/university will be assessed:

- International language certificate;
- Any other certificate;
- Interview.

➤ Sectoral relevance - 30% Sectoral relevance is determined by:

- LLC Tbilisi Humanitarian Teaching University;
- Host university.

## Article 7. Final Provisions

Decisions made by the University and its authorized persons, as well as structural units (including final decisions made during the selection procedure) on the basis of this Rule may be appealed in court, in accordance with the procedure established by law.

