



Ivane Javakhishvili Tbilisi State University
Department of Foreign Relations

Information Sheet for Inbound Mobility

General information

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Academic Calendar

<i>Fall semester</i>	<i>14 September - 16 February</i>
<i>Spring semester</i>	<i>1 March - 8 July</i>

Nomination and application procedure

Deadlines

<i>Recommended nomination period</i>	<i>Fall semester and full academic year</i>	<i>May 15th</i>
<i>Recommended nomination period</i>	<i>Spring semester</i>	<i>November 15th</i>
<i>E+ICM/bilateral nomination period</i>	<i>Fall semester ad full academic year</i>	<i>May 15th</i>
	<i>Spring semester</i>	<i>November 15th</i>
<i>Application deadline for students</i>	<i>Fall semester and full academic year</i>	<i>May 30th</i>
	<i>Spring semester</i>	<i>November 30th</i>

Procedures

Nomination procedure	<p>The partner institution nominates a student for one or maximum two semesters. The nomination letter should include the following information:</p> <ul style="list-style-type: none"> *Full name of a nominated student *Gender *Place and country of the home institution *Date of birth and nationality *Email address *Planned period of the study visit *Field of study at the home institution *Study level *Home institution coordinator's name and email address <p>The nomination letter should be sent via email to: incomingmobility@tsu.ge - E+ ICM mobility exchange@tsu.ge - bilateral mobility</p> <p>Important information about the inbound mobility at TSU as well as the courses delivered in English can be found here: https://tsu.ge/en/foreign-relations/page/Inbound-Mobility</p>
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Requirements

Student status	<p>At the time of application, an applicant should be at least in his/her second semester and must remain enrolled at the home institution while studying at TSU.</p>
Language proficiency	<p>Partner institutions should nominate students with sufficient language abilities. The minimum language proficiency is B2 level according to the common European Framework of Reference for Languages.</p>
Application procedure	<p>Once the official nomination letter is received from the partner institution, the DFR Inbound Mobility Team will contact the nominee directly for providing details on the mobility procedures and arrangements. DFR serves as a liaison unit responsible for communication between the incoming student/staff and the host faculties/departments at TSU.</p> <p>List of required documents for students:</p> <ul style="list-style-type: none"> *Nomination letter from a responsible unit at the home institution *CV in Europass format *Certificate of registration at the home institution *A copy of the passport *A motivation letter *Foreign language certificate (B2) *Filled and duly signed learning agreement *Transcript of records from previous studies *A work plan (in case of PhD students) *A copy of an international health insurance

List of the required documents for staff:
**Nomination letter from a responsible unit at the home institution*
**CV in Europass format*
**A copy of the passport*
**A work plan*
**A pre-acceptance letter from the host institution*

The nomination letter should be sent via email to:
incomingmobility@tsu.ge - E+ ICM mobility
exchange@tsu.ge - bilateral mobility

Study Program

<p><i>Credit system</i></p>	<p><i>In 2005, Georgia Joined the Bologna Process and became a member of European Higher Education Area. TSU has adopted the European Credit Transfer and Accumulation System (ECTS) and uses ECTS as the only mechanism of recognition. More information about the credit system can be found here:</i> https://tsu.ge/en/foreign-relations/page/1973</p>
<p><i>Covid-19 related</i> <i>The 1st / Fall 2020 semester</i></p>	<p><i>TSU started the 1st semester of the academic year 2020-21 via distance learning in accordance with the regulations of the Georgian Government and health care authorities regarding the global pandemic of COVID-19. However, the mode of academic interaction may be subject to change depending on the epidemiological situation in the country and worldwide.</i> <i>Inbound Mobility Team of DFR will communicate with incoming students in order to keep them updated on this matter. More information about the latest developments of COVID-19 in Georgia can be found here at https://stopcov.ge/en</i></p>
<p><i>Course/programme catalogue</i></p>	<p><i>A list of academic programs/courses taught in English is available in the course catalogue. Please note that the courses are subject to change. Undergraduate students may choose courses from our graduate programs except for ISET. They are allowed to take courses not only from their major academic fields, but also from related areas. Students should agree with their home coordinators on academic plans.</i></p> <p><i>List of courses offered in English at TSU can be found here:</i> https://tsu.ge/assets/media/files/42/Inbound%20Mobilities/List%20of%20Programs%2018%2009%202020FIN.pdf</p>
<p><i>Learning Agreement and course schedule</i></p>	<p><i>Students should agree with their home coordinators on the list of courses to be taken during their mobility at TSU. All courses with corresponding numbers of credits (up to 30 ECTS per semester) should be included in the Learning Agreement. Upon student's arrival in Tbilisi DFR Inbound Mobility Team organizes an orientation meeting and information session for incoming students. They are allowed to make changes to their initial Learning Agreements (compiled before the mobility) and modify the document during the first 2 weeks of their academic semester at TSU. The Learning Agreement (before/during the mobility) should be signed by three parties (student, home and host institutions).</i></p>

<i>Final theses/research projects</i>	<i>Students not taking part in regular academic courses but working on individual research project/thesis should find an academic supervisor at TSU, who agrees to work with them during their stay at TSU. Regular meetings and discussions on development of the project should be arranged. A Confirmation of Stay or a general reference about the implemented mobility should be signed by DFR.</i>
<i>Transcript of records</i>	<i>DFR issues a Transcript of Records for incoming students within 4 weeks once the academic semester is over officially.</i>
<i>Support programme</i>	<i>DFR supervises a mentorship program aiming to help incoming students in successfully navigating thru TSU and offer them a variety of support mechanisms. TSU students with international experience are invited by email to register for the program.</i>

Accommodation

<i>General information</i>	<i>TSU offers accommodation in the University-owned housing complex (Lisi Dormitory) to its international students. Lisi Dormitory is a recently-built complex with the capacity of 320 beds, equipped with all facilities including a library, a conference hall, a medical center, a space for socializing, a laundry room, a computer lab and other infrastructure that are meant to create a comfortable environment to tenants.</i> https://www.tsu.ge/en/foreign-relations/page/2012
<i>Application</i>	<i>DFR Inbound Mobility Team will contact students about the housing options before their arrival in Tbilisi.</i>
<i>Application deadlines</i>	<i>Fall semester</i> <i>10 July</i>
	<i>Spring semester</i> <i>10 January</i>
<i>Application confirmation</i>	<i>Inbound Mobility Team will confirm a reservation by replying to an email.</i>
<i>Allocation</i>	<i>Inbound Mobility Team will send the room offers to the students in early September/March which should be confirmed by replying to the email to keep the reservation.</i>

Preparation, arrival and enrolment

<i>Support programme</i>	<i>Students who request to have a mentor student upon their arrival in Tbilisi, should contact the Inbound Mobility Team at: incomingmobility@tsu.ge</i>
<i>Enrolment</i>	<i>The exact dates of enrolment at TSU will be communicated in the Acceptance Letter issued by DFR.</i>

*Orientation day
Welcome event*

Prior to students' arrival, they will receive an email with information about the date of the orientation day. At the event they will meet each other and the team of local mentors. They will also have a chance to listen to brief presentations of academic coordinators of the study program(s). In addition to this meeting, DFR organizes a welcome event to all incoming students each academic semester. It is an excellent opportunity to meet DFR staff and representatives of the units in charge of student services, who give presentations with a lot of useful information on university, student's life, sports and cultural events.

Approximate expenses - cost of living (per semester)

<i>Tuition fee</i>	<i>Exchange students do not pay any tuition fee during their studies at TSU</i>	
<i>Accommodation (Subject to change)</i>	<i>Shared accommodation</i>	<i>Up to Eur 180 (per month)</i>
	<i>Individual accommodation</i>	<i>Up to Eur 300 (per month)</i>
	<i>Lisi dormitory</i>	<i>Up to Eur 80 (per month)</i>
<i>Learning materials</i>	<i>Up to Eur 80 (per semester)</i>	
<i>Healthcare insurance</i>	<i>Students must own a valid health insurance package during their studies at TSU covering the Covid-19 related expenses.</i>	
<i>Visa/residence permit</i>	<i>Citizens of the EU member states are NOT required a visa to enter Georgia. They can stay in the country for 1 year without a visa. More details can be found here: https://mfa.gov.ge/Home.aspx?lang=en-US</i>	
<i>Other expenses</i>	<i>Eur 400 (per month)</i>	
<i>Cash amount needed for the first 4 weeks</i>	<i>Eur 250</i>	

Health insurance

<i>General remarks</i>	<i>Students are responsible for their own health travel/insurance during their time at TSU. They should contact their insurance agency to inquire about international coverage that will be valid on the territory of Georgia. It is required that the insurance includes the costs of COVID-19 treatment.</i>
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Miscellaneous

<p><i>The Center for Languages</i></p>	<p><i>The Center for Languages at TSU offers a course in Georgian language to all incoming students for free. If they pass the exam successfully, they will receive 5 ECTS. In addition to Georgian, 40 foreign languages are taught by the Center for Languages and the Faculty of Humanities at TSU.</i></p>
<p><i>Sports and Culture</i></p>	<p><i>Department of Sports and Culture offers a wide variety of events for students to take advantage of. DSC provides students with football, basketball and archery facilities. Incoming students can join the university sports teams and take part in national competitions. Additionally, DSC offers students opportunities to learn about Georgian culture through events such as traditional dance lessons, concerts, as well as theatrical performances.</i></p>
<p><i>Student groups</i></p>	<p><i>A great way to make friends in a new academic community is to get involved in social and cultural activities organized by DSC, Students Self-Governance and the Erasmus Student Network in Georgia.</i></p>
<p><i>Jobs, career services</i></p>	<p><i>Student Career Development Centre at TSU provides consultations about the internships and career opportunities in Tbilisi.</i></p>
<p><i>Support and advice</i></p>	<p><i>Incoming students should contact Inbound Mobility Team if they have any questions or problems during their stay in Tbilisi. TSU Psychological and Training Center offers free counselling service to all English speaking international students of our university.</i></p>
<p><i>More information</i></p>	<p>https://www.tsu.ge/en/foreign-relations</p>