

Admission guide for applicants from Selection December 2021, that are not selected and enrolled as students

May 2022

v.1.0

Important:

1. Dear applicants, pay attention when you fill in your personal data in the registration form (the data in the application and the upload CV file should be the same as in your ID card/passport). Upon successful completion of the entrance exams and meeting the requirements of the program, the same data will be used during contract preparation between you and GITA.
2. The editing of the personal data tab is possible **before submitting your first application for a preferred course**. After submitting the first application, your personal data is locked and cannot be edited as our consultants may already started evaluation of your application and changing your data will make your evaluation invalid.
3. If you need to edit your personal data and/or change an already submitted application**, please send an inquiry to gita@newhorizons.bg with a precise description of the change you wish to make.**
4. Important:
   One candidate may have only one profile to apply in this project. If we found duplicate profiles with different emails, both profiles will be marked as invalid, and application will be awarded 0 points.
5. Changing your preferences or editing of your application after 5th of June 022 is not allowed.

This is summary of major steps during admission process:

- Create an account
- Upload CV and accept legal consents
- Apply for 1 or more courses
- Submit pre-selection readiness assessment and demographic survey
- All applicants will need to submit pre-selection assessment. The assessment will be held on the portal: www.classmarker.com.
- Only applicants that submit pre-selection assessment and have 30% or more will be reviewed for selection.
- Application CV and documents will be reviewed by our Selection Team.
- Our Selection Team will prepare short-list and wait-list for each of the planned courses.

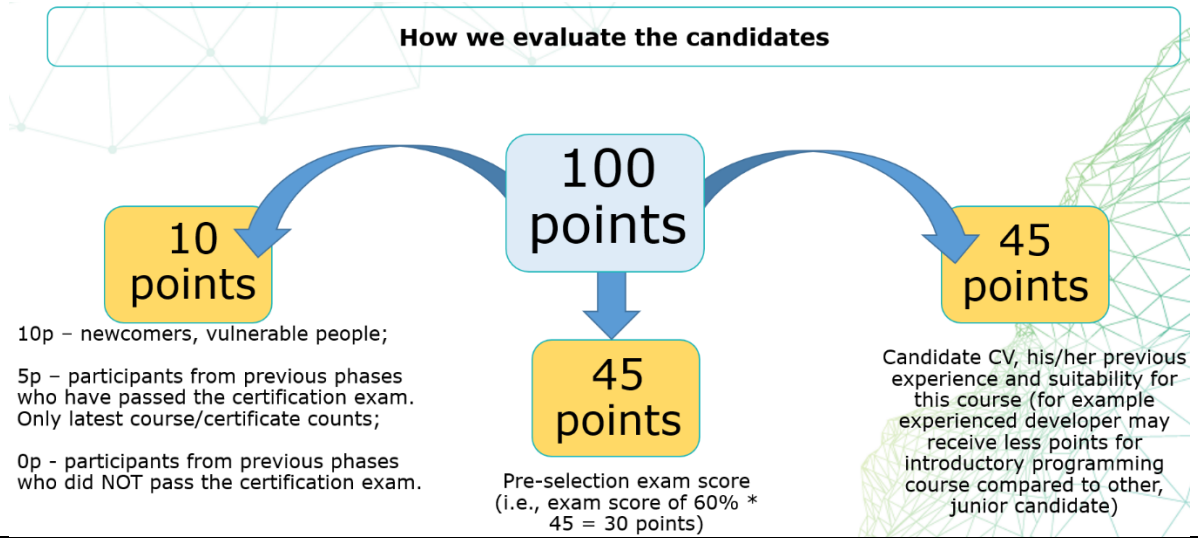
Note: Student demand may be different from initial project plans and may lead to rearrangement of number of students and number of courses

- Agreements between short-listed students and GITA will be signed.
- Start of training. Not all groups will start at the same time.
- Completion of training.
- Completion of certification.

Criteria and rules:

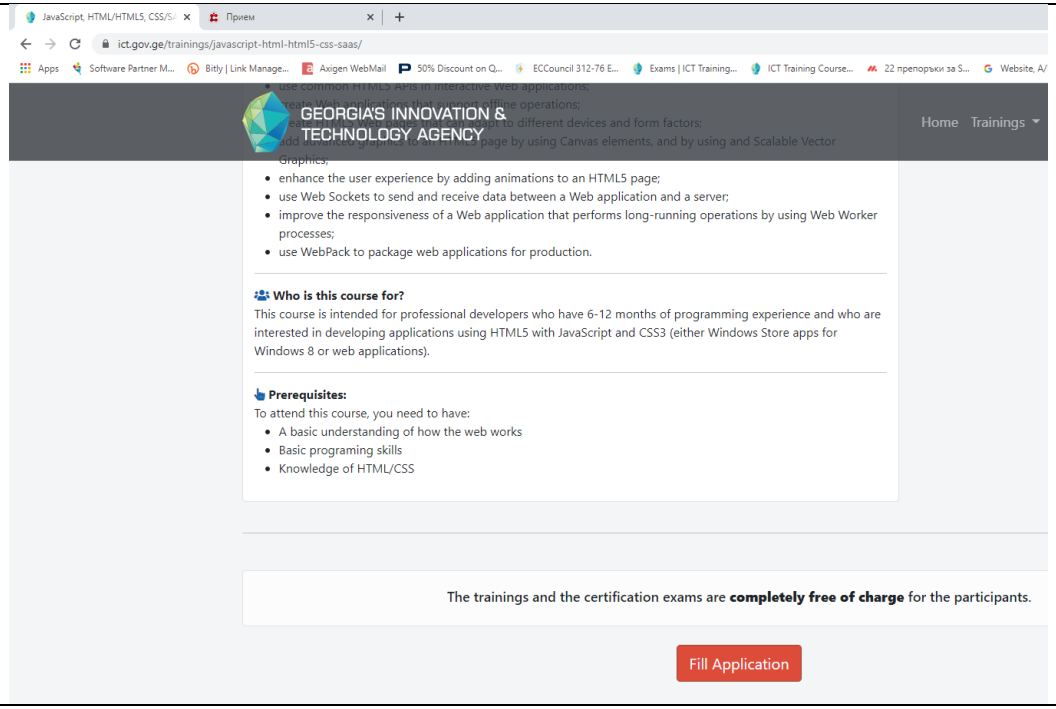
Final score is defined according to the following criteria and rules:

1. Previous experience with this project – Applicant can receive maximum 10 points:
   - 10 points for new applicant (i.e an applicant that don't have an agreement with GITA for participation in project ICT3000 – this is for selection December 2020 and January 2022);
   - 10 points for people from vulnerable groups;
   - 5 points for certified student from previous intakes – December 2020 and January 2022 (students cannot attend the same course subject twice). Only latest course/certificate will be count, for example:
   a) if an Applicant participated in December 2020 and FAIL the exam and participate in January 2022 and PASS the exam, then he/she will get 5 points;
   b) if an Applicant participated in December 2020 and PASS the exam and participate in January 2022 and FAIL the exam, then he/she will get 0 points;
   - 0 points for students, selected for previous intakes and cancel the contract or did not certify successfully. Only latest course/certificate will be count.
2. Pre-selection exam (different for each course) - up to 45 points.
3. CV score which includes current experience, skills and accomplishments of the applicant and his/her suitability for this course – up to 45 points.



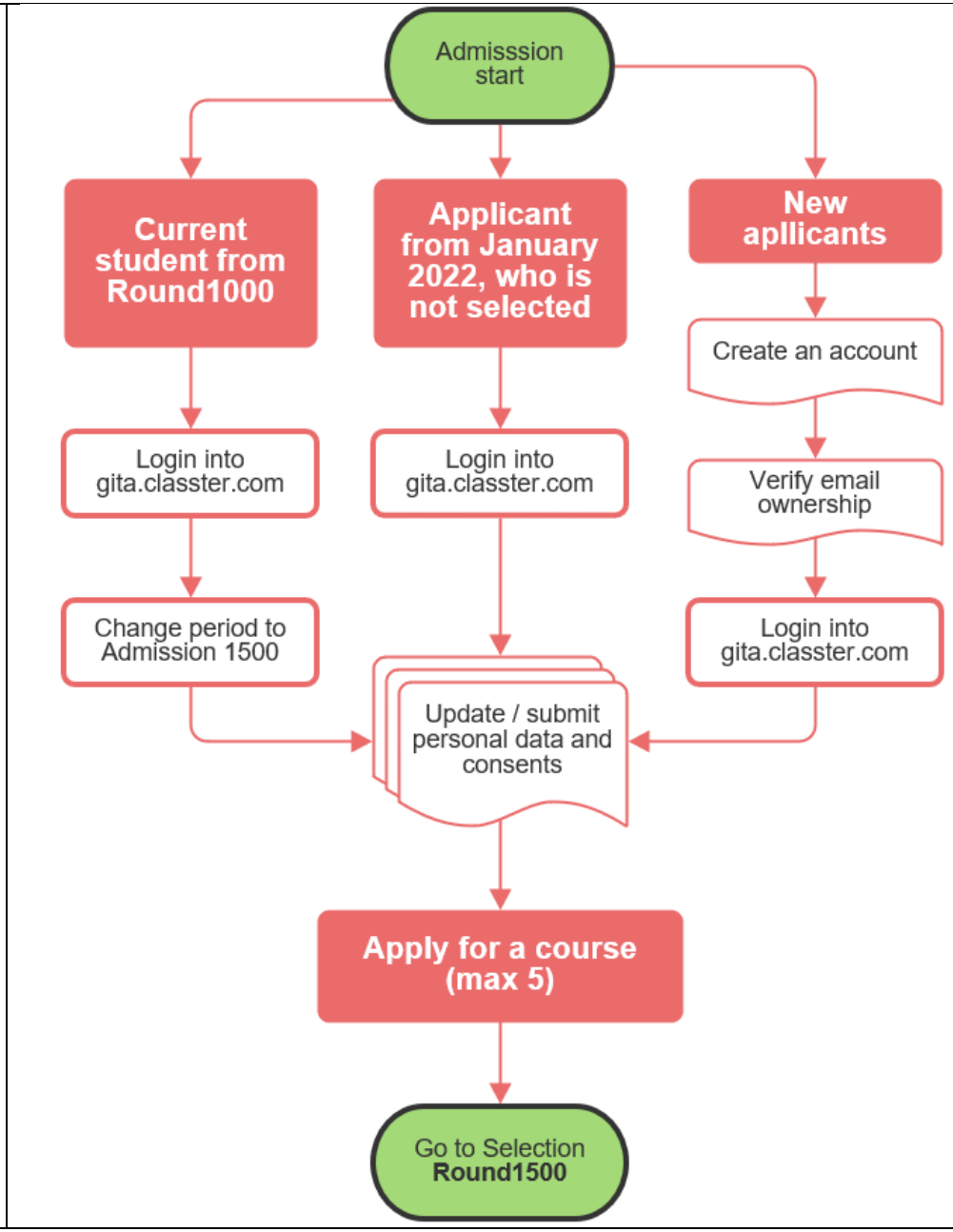
Visit our website https://ict.gov.ge to learn about the program and desired courses.

Then push on the button - **“Fill Application”** and you will be redirected to our **Learning Management portal** at https://gita.classter.com/Actions/Registration.

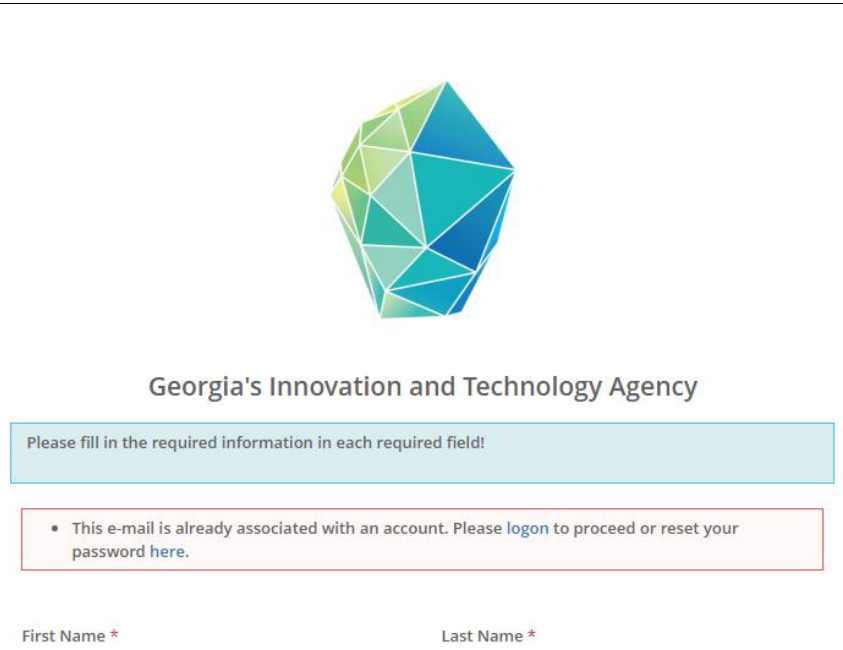


Now you can apply for the program following the processes in the diagram at right.

This guide is for Applicant from January 2022 selection, who is not selected and enrolled into courses.



- If you have participate in Round 1000 Admission in December 2021, you already have an user account in Classter.
- If you are not sure, go to https://gita.classter.com/Actions/Registration, fill in the required information in each required field and press “Sign Up”.
  If there is a message “**This e-mail is already associated with an account. Please logon to proceed or reset your password here.**” , you have two options:
  - **Logon** with your user name and password to **gita.classter.com**;
  - **Reset** your password **here**.



1. Sign In at https://gita.classter.com

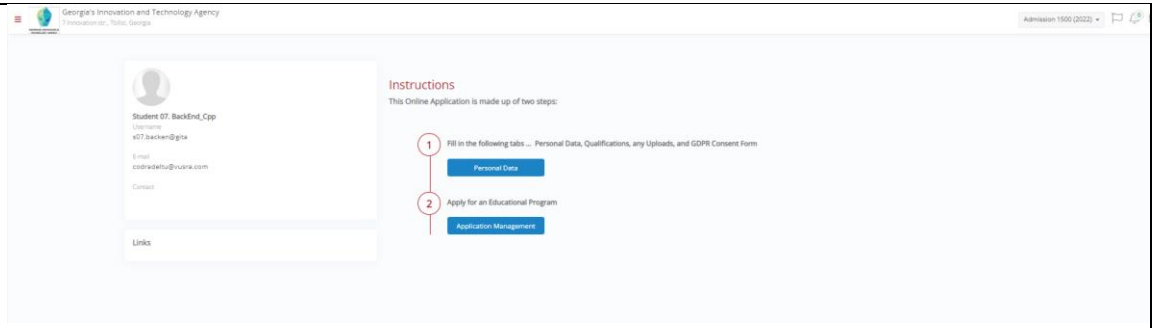
- Your account data (user name and password) are the same like in the Admission period for Round 1000, in December 2021.



2. Accept the Terms and conditions of use of the learning portal



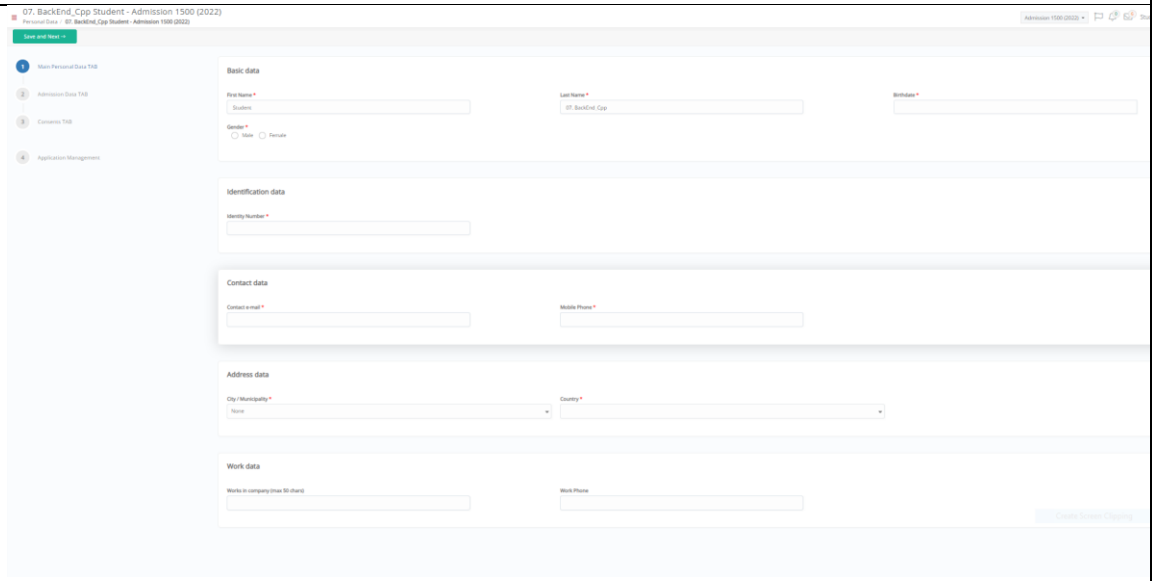
3. Applicant Dashboard



4. Update your personal data

We need this minimal subset of data:

- First name, Last name
- Birth day
- Gender
- Identity number
- Contact Email
- Mobile phone
- Country
- City/Municipality



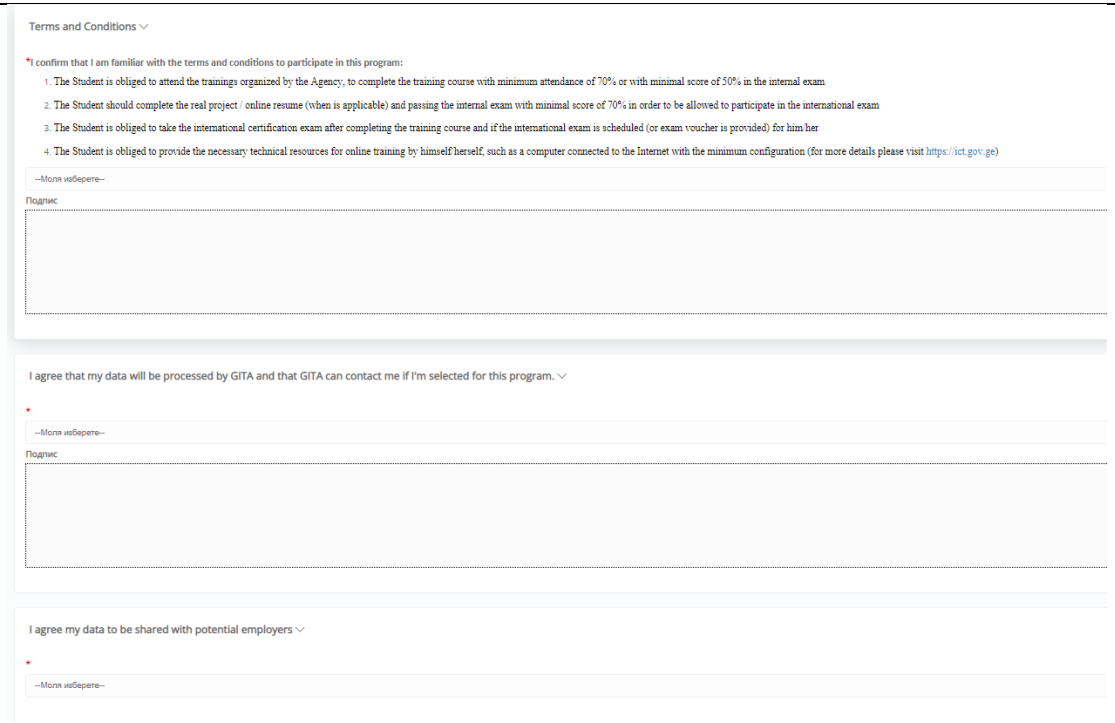
1. Upload your CV – submit your CV in English and point in it all your certificates, links to portfolios, etc.
2. You may also upload additional documents – certificates
3. If applicable provide Special Educational Needs Certificate

   (This is if you are part of one of vulnerable groups: Social Vulurable Families whose SSA score is no more than 100,000 and Individuals with SSA Social Packages)

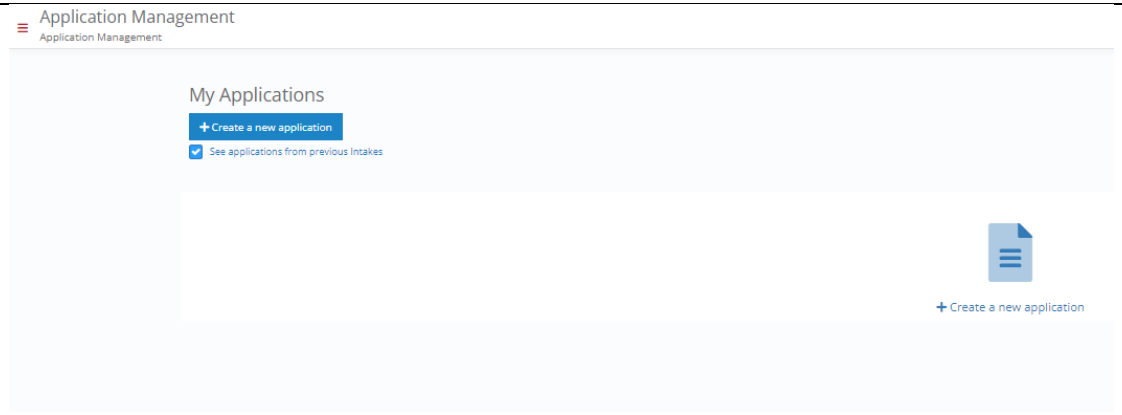
   Such an applicant (after verification) will receive an additional 10 points like new applicants, no matter of his/her previous experience with this project.



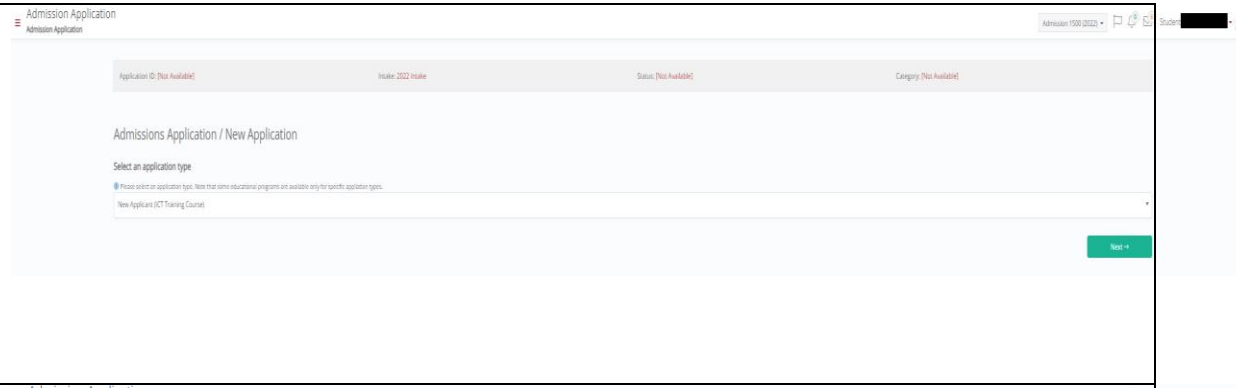
4. Confirm that you are familiar with the terms and conditions to participate in this program and the other applicable consents.



5. Apply for the desired program



6. Select desired course



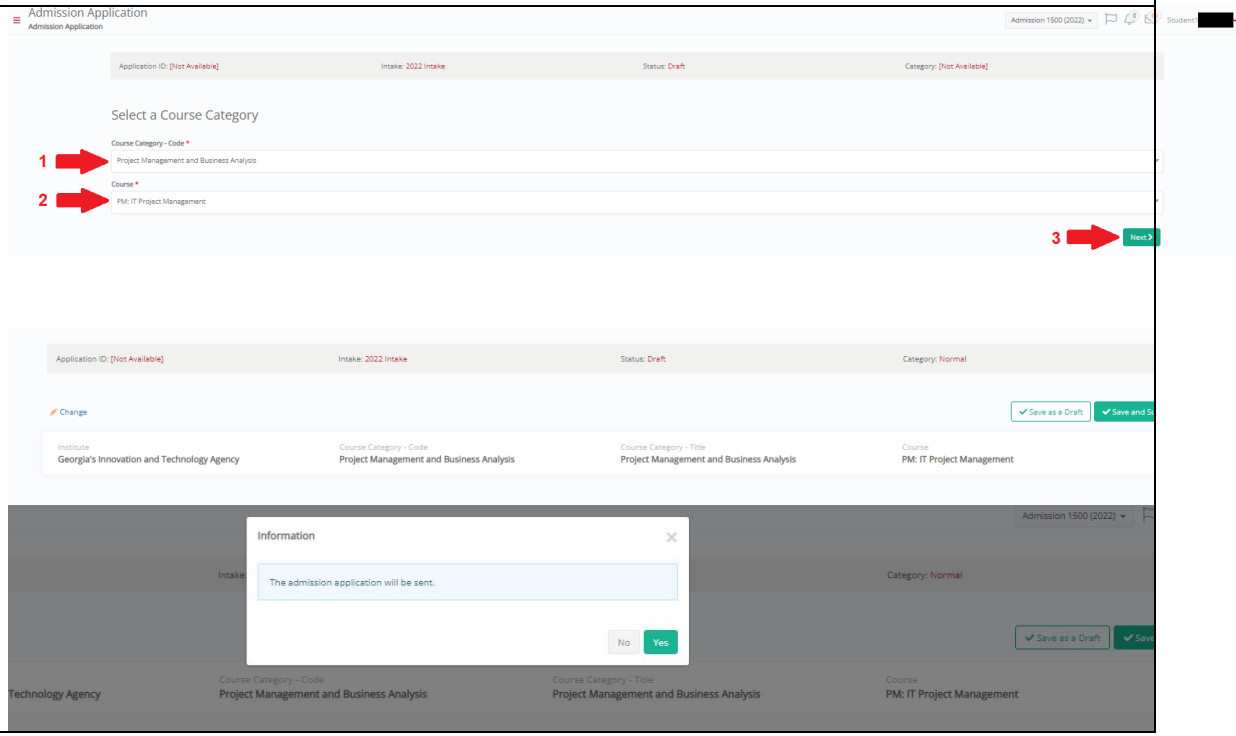
6. Submit the application for desired course

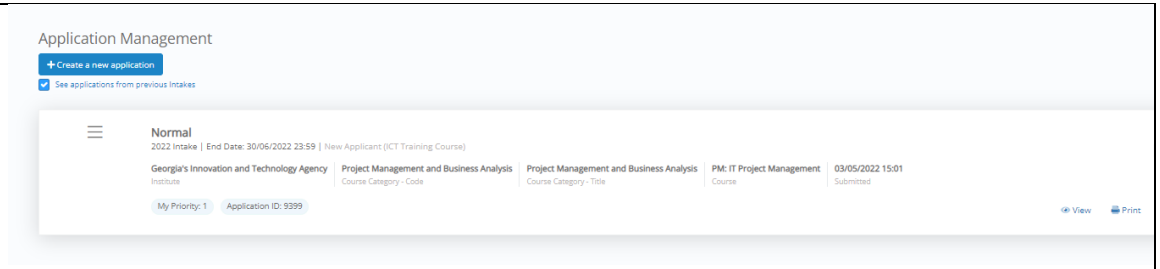
* If you are not sure about some of the courses, please **save them as a Draft** and come to the portal later to review and confirm your final decision.

You can delete any Draft applicaition at any time.

Draft applications will not be processed for review.

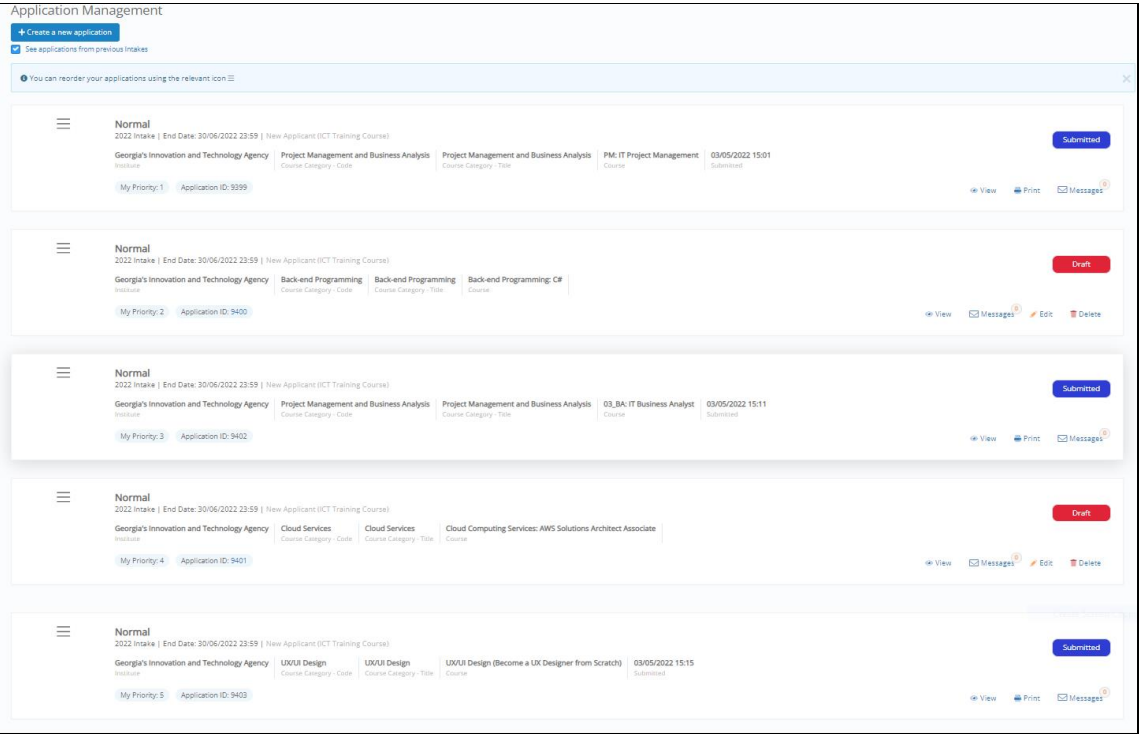
After submitting of the application it goes for review by our selection team and any change may invalidate their work. For change to submitted applications please send email to gita@newhorizons.bg.

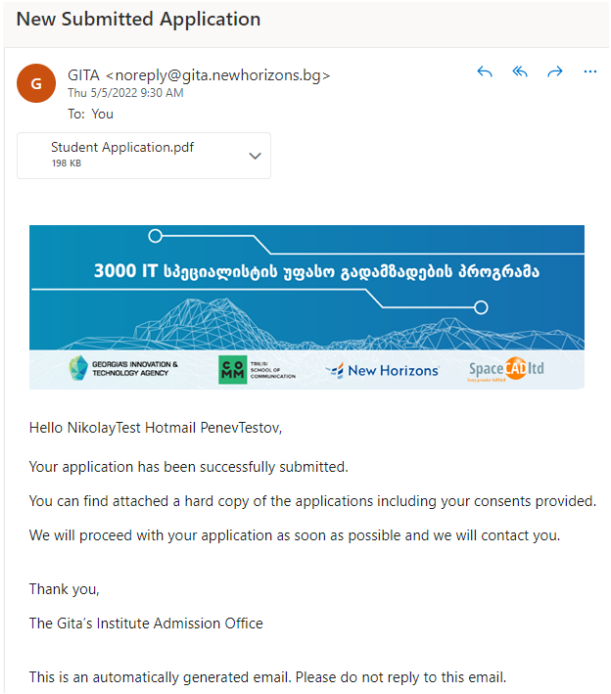


	Application Management +Create a new application See applications from previous Intakes Normal 2022 Intake | End Date: 30/06/2022 23:59 | New Applicant (ICT Training Course) Georgia's Innovation and Technology Agency Institute Project Management and Business Analysis Course Category - Code Project Management and Business Analysis Course Category - Title PM: IT Project Management Course 03/05/2022 15:01 Submitted My Priority: 1 Application ID: 9399 View Print

7. Create a new application for each of desired courses (max 5).

- Reorder courses as per your preferences by drag and drop.
- Please note that it is not possible to reorder your preferences after the deadline for application submisstions.



8. Application submission confirmation email	➢ After the application is submitted, the applicant will receive a confirmation via email:  New Submitted Application GITA <noreply@gita.newhorizons.bg> Thu 5/5/2022 9:30 AM To: You Student Application.pdf 198 KB 3000 IT სპეციალისტის უფასო გადამზადების პროგრამა Hello NikolayTest Hotmail PenevTestov, Your application has been successfully submitted. You can find attached a hard copy of the applications including your consents provided. We will proceed with your application as soon as possible and we will contact you. Thank you, The Gita's Institute Admission Office This is an automatically generated email. Please do not reply to this email.

For contacts: gita@newhorizons.bg