



## ERASMUS+ HIGHER EDUCATION STUDENTS AND STAFF MOBILITY

### Call for Applications for Student mobility for studies, Staff mobility for teaching/training

Academic year 2016-2017 and 2017-2018

#### **Art. 1 Purpose of the call and general regulations**

1. This call regulates the application procedure for student and staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **Ca' Foscari University of Venice**, Italy and **Ivane Javakhishvili Tbilisi State University**, Georgia.  
Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.
2. The present Erasmus+ International Credit Mobility project between **Ca' Foscari University of Venice** and **Ivane Javakhishvili Tbilisi State University** lasts 26 months, from June 1, 2016 to July 31, 2018.

#### **Art. 2 Mobility types and available places**

Under this call for applications the following places are available for prospective candidates from the University of Ivane Javakhishvili Tbilisi State University:

- a. UNDERGRADUATE (1<sup>st</sup> cycle): 2 places (5 months duration each)
- b. MASTER (2<sup>nd</sup> cycle): 3 places (5 months duration each)
- c. DOCTORATE (3<sup>rd</sup> cycle): 2 places (6 months duration each)
- d. STAFF FOR TEACHING (academic staff, including post doctorate – WARNING: minimum 8 teaching hours per week, which may include lectures, seminars, workshops, tutoring): 2 places (28 days + 2 travel days duration each)
- e. STAFF FOR TRAINING: 1 place (5 days + 2 travel days duration)

The present call for applications provides mobility grants for the 2016-2017 (for staff only) and/or 2017-2018 (for both staff and students) academic years.

#### **Art. 3 Admission requirements**

3.1 In order to apply prospective candidates must be enrolled/employed at Ivane Javakhishvili Tbilisi State University at the moment of application and for the whole duration of the mobility.

In addition

- Undergraduate students must carry out their mobility period from the second year of their studies.

3.2 Language proficiency

Applicants are required to be proficient in English at level B2 and/or Italian at level B2 of the CEFR respectively, and to provide certifications of the required level (TSU Institutional Language test or international certificates).

### 3.3 In/compatibility

- The same student may participate in Erasmus+ mobility periods totaling up to 12 months maximum per each cycle of study (Bachelor or equivalent, Master or equivalent, Doctoral level), independently from the number and type of mobility activities. Previous Erasmus + and Erasmus Mundus experiences must be taken into account for calculation purposes;
- Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission for mobility for study / for teaching /training for the same period;
- Beneficiaries must carry out their mobility activities in a country different from the country of residence;
- Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

### 3.4 Ineligibility

- If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.
- Students who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

## **Art. 4 Activities**

### **Mobility for studies:**

Erasmus+ grants for study are awarded for full time study activities, including thesis preparation, at first, second and third study cycles. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary level qualification.

### **Mobility for teaching and training:**

Erasmus+ grants for teaching are awarded to HEI teaching staff for a period of teaching in a partner host university. Minimum 8 teaching hours per week should be foreseen. Teaching assignments can come in various forms and take place as seminars, lectures and tutoring. Actual teaching in this context should require the teacher to be physically present with the students. Although email tutoring or any other forms of distance learning as well as preparation are highly encouraged, they do not count in the minimum number of 8 compulsory hours of teaching per week.

Erasmus+ grants for training support the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution.

## **Art. 5 Grants**

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility.

They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT	
Students	850€ per month	
Staff	140€ per day (until the 14th day. 70% from the 15th to the 60th day)	
<b>TRAVEL</b>		
Students & Staff	between 2000-2999 (Georgia, Israel, Russian Federation, Jordan, Palestine)	360 € per participant

5.2 Erasmus+ selected students will continue to pay fees to their sending university but will benefit from tuition waiver from their host university.

5.3 The mobility period must be carried out continuously and it must not be not be split into different periods.

5.4 Selected candidates accepting the scholarship will sign a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

5.5 Special needs support

Extra financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. The contribution will be awarded to beneficiaries with special needs upon request by the Coordinating institution and approval from the Erasmus+ Italian National Agency.

## **Art. 6 Admission procedure**

6.1 Application

- **Prospective applicants should submit their application form and required documents (6.2) via e-mail to the address: [erasmusplus@tsu.ge](mailto:erasmusplus@tsu.ge) from 24 November, 2016 to 20 January 2016. Any application received after the deadline will not be accepted;**
- **A confirmation e-mail will be sent after the application has successfully been submitted;**
- **The official language of the application is English and/or Italian. At the time of application diplomas, transcripts and other official documents may be submitted in original language but they must be accompanied by an official certified/notarized English translation.**

6.2 Required Documentation

1. **Students** must provide the following documents:

- Application form dully filled in and signed
- Copy of a valid passport
- Copy of a valid ID
- Copy of a proof of registration at a Bachelor/Master/PhD programme
- Copy of university diplomas (if available);
- Copy of the transcript of records (with indication of university grades/marks and GPA)
- Copy of official language certifications
- Proposed Learning Agreement in English signed by the applicant, the Erasmus+ Administrative Coordinator (Mrs. Tea Gergedava) and Faculty Coordinator
- For PhD students: letter of interest signed by the prospective academic supervisor/Head of Department at Ca' Foscari University of Venice stating the availability and willingness to supervise the applicant. In order to get this you MUST contact [international.cooperation@unive.it](mailto:international.cooperation@unive.it) (providing a CV and a research plan);
- Europass CV (max 2 pages) in English including extracurricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of knowledge of the course;
- Motivation letter (max 2 pages) explaining the background of the candidate and the reasons for applying to the programme
- One Recommendation letter and other supportive documents in English, e.g. honours, awards, internship/work certificates, proof of disability if relevant
- Proof of socio-economic disadvantaged background (in case it is available);

2. **Staff** candidates must provide the following documents:

- Application form dully filled in and signed
- Copy of a valid passport
- Copy of a valid ID
- Copy of a proof of employment
- Mobility program signed by the applicant
- Letter of interest signed by the prospective academic supervisor or Head of Department (for academic staff) at Ca' Foscari University of Venice or by the administrative supervisor (for administrative staff) stating the availability and willingness to collaborate with the applicant. In order to get this you MUST contact [international.cooperation@unive.it](mailto:international.cooperation@unive.it) (providing a CV and a work plan);
- Curriculum Vitae (max. 2 pages) in English including extracurricular activities (courses, seminars, conferences, published researches etc.) and professional experience related to the fields of knowledge of the course
- Motivation letter (max. 2 pages) explaining the background of the candidate and the reasons for applying to the programme
- One letter of recommendation (max. 1 page) written by academics, researchers and/or by professionals who have

participated in the candidate's academic or professional training, complete with their email and phone numbers, and the at least another referee's contact details.

## **Art. 7 Selection process**

7.1 The Selection process includes the following steps:

- a. Eligibility check and final evaluation by Ivane Javakhishvili Tbilisi State University
- b. Eligibility check, formal acceptance and Scholarships awarding by Ca' Foscari University.

Ivane Javakhishvili Tbilisi State University will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

Type of Mobility/Criteria	Academic merit	Motivation	Correspondence between the proposed Learning Agreement and the receiving institution course catalogue (for 1st and 2nd cycle students) or evaluation of the Proposed workplan (for 3rd cycle students)	Previous mobility and international collaborations experiences (more points will be assigned to candidates with more international experiences)	Language skills
UG and MA Students	0-30	0-30	0-20	0-5	0-15
PhD students	0-30	0-30	0-20	0-5	0-15

Type of Mobility/Criteria	Impact of the Mobility	Research/Work Plan	Motivation	Language skills	Previous mobility and international collaborations experiences (more points will be assigned to candidates with more international experiences)
Academic Staff	0-15	0-30	0-30	0-15	0-10
Administrative Staff	0-15	0-30	0-30	0-15	0-10

7.2 In the framework of Erasmus+ regulations the first criterion for selecting students must be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

7.3 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.4 Ivane Javakhishvili Tbilisi State University Committee may decide to invite the candidates whose average score is above the threshold for a structured interview, either face-to-face or via Skype.

7.5 At the end of the selection procedure Tbilisi State University Selection Committee will draft a ranking list of qualified candidates. A reserve lists will also be defined and will include the names of eligible candidates that may be awarded a grant in case of withdrawals/drop-out of selected students or in the case of additional funding.

7.6 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded. The final list will be also published on the TSU website for transparency reasons.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written no later than 7 days after announcing the final results. For every selected candidate who will renounce or not accept within the deadline, Tbilisi State University will nominate a candidate from the reserve list.

7.8 Appeal Procedure

- Rejected applicants who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to home university not later than 3 days after announcing the results, explaining their reasons.

- Complaints from applicants who have failed to satisfy all of the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committees have not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

### **Art. 8 Data protection**

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".