

 PARTNER UNIVERSITY LOGO

**ERASMUS+ HIGHER EDUCATION MOBILITY**

**Call for applications for Student mobility for studies,**

**Staff mobility for teaching,**

**Staff mobility for training**

**2020-21 academic year**

**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 Univerity**, 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.

1. The present Erasmus+ International Credit Mobility project between Ca’ Foscari University of Venice and **Ivane Javakhishvili Tbilisi State Univerity** lasts 36 months, from August 1st, 2019 to July 31, 2022.

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

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

1. *UNDERGRADUATE (1st cycle): 2 places*
2. *MASTER (2nd cycle): 4 places*
3. *DOCTORATE (3rd cycle): 2 places*
4. *STAFF FOR TEACHING (academic staff, including post doctorate.* (**WARNING: minimum 8 teaching hours per week,** which may include lectures, seminars, workshops, tutoring): *1 places*
5. *STAFF FOR TRAINING: 2 places*

The present call for applications provides mobility grants for 2020-2021 academic year.

**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 from the second year of their studies.

Undergraduate students wishing to apply for Master’s courses must undertake to enrol in a Master’s programme before the beginning of the mobility;

* Master students wishing to apply for PhD courses must undertake to enrol in a PhD programme before the beginning of the mobility;

3.2 Language proficiency

Applicants are required to be proficient in English at level B2 and/or Italian (or others) at level B2of the CEFR respectively, and to provide certification or the required level (TSU Institutional test result or international Language Certificate).

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 where they have their accommodation during their studies (for students) or from the country of residence (for staff);
* 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 aborad 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. 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** | **160€ per day** (until the 14th day. 70% from the 15th to the 60th day)\* |
| **TRAVEL** |
| **Students&Staff** | Travel costs will be covered by the project (up to the amounts defined by the E+ programme on the basis of the distance bands. Changes will not be covered) |

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 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: outgoingmobility@tsu.ge **from 1st November to 31st of January 2020** 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 English translation. At this stage non certified translations are accepted. In case applicants are selected they may have to provide certified translations of all relevant documents.

6.2 Required Documentation

1. *Students* must provide the following documents:
* Application form duly filled in and signed;
* Copy of a valid ID card or passport;
* Copy of a proof of registration at a Bachelor/Master/PhD programme at the Ivane Javakhishvili Tbilisi State University (e.g. certificate of enrollment);
* Copy of the transcripts of records, indicating university grades/marks for finished and/or current cycles of study;
* Copy of university diploma (if available)
* Copy of official language certifications (if any) or self-certifications of language qualifications;
* Proposed Learning Agreement (for 1st and 2nd cycle students)/Mobility Programme (3rd cycle students), signed by the applicant, the Erasmus+ Administrative Coordinator (Mrs.Tea Gergedava) and Faculty Coordinator;
* Motivation Letter (max 2 pages) in English including extracurricula activities (courses, seminars, conferences, published research, etc. ) and professional experience related to the fields of knowledge of the course;
* **For PhD students only: 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 applicants MUST contact** **international.cooperation@unive.it** **(providing a CV and a research plan);**
* Curriculum Vitae (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 courses. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;
* Proof of socio-economic disadvantaged background (in case it is available);
* Recommendation letters and other supporting documents in English, e.g. honours, awards, internship/work certificates, proof of disability if relevant.
1. *Staff* candidates must provide the following documents:
* Application form duly filled in and signed;
* Copy of a valid ID card or passport;
* Copy of a proof of employment at Ivane Javakhishvili Tbilisi State University (ex. certificate issued by the Home University stating he/she is Academic/Administrative staff employed at the University);
* Mobility Programme signed by the applicant and by the E+ Administrative Coordinator and Academic Coordinator;
* Motivation Letter (max 2 pages);
* **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 applicants MUST contact** **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 courses. Please use the European template on https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml;
* *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:

1. Eligibility check and evaluation/interview by Ivane Javakhishvili Tbilisi State University;
2. Eligibility check, formal acceptance and Scholarships awarding by Ca’Foscary University

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Mobility / Criteria** | *Academic merit* | *Proposed Learning agreement (for 1st and 2nd cycle students) or workplan (for 3rd cycle students)* | *Language skills* | *Motivation* |
| *Students* | *Max. 30 points* | *Max 20 points* | *Max. 20 points* | *Max. 30 points* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Mobility / Criteria** | *Impact of the proposed mobility on consolidation and extension of relations between partner universities* | *Coherence of the proposed workplan with the specific country-project objectives* | *Language skills* | *Motivation* |
| *Staff for Teaching / Training* | *Max. 20 points* | *Max 30 points* | *Max. 20 points* | *Max. 30 points* |

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 also consider 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 Ivane Javakhishvili Tbilisi State University Selection Committee will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom may be awarded a grant in case of withdrawal/drop-out of selected students or if additional funding is available.

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 Ivane Javakhishvili Tbilisi State University website for transparency reasons.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in writtenno later than 7 days*.* For every selected candidate not accepting the grant within the deadline, Ivane Javakhishvili Tbilisi State Universitywill 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 Committee has 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".