



ERASMUS+ HIGHER EDUCATION STUDENTS AND STAFF MOBILITY

Call for Applications for Student mobility for studies, Staff mobility for teaching

Academic year 2015-2016 and 2016-2017

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 Javakishvili 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 Javakishvili Tbilisi State University** lasts 24 months, from June 1, 2015 to June 1, 2017.

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 Javakishvili Tbilisi State University:

- a. UNDERGRADUATE (1st cycle): 2 places
- b. MASTER (2nd cycle): 3 places
- c. DOCTORATE (3rd cycle): 2 places
- d. STAFF FOR TEACHING (academic staff, including post doctorate): 1 place

The present call for applications provides mobility grants for the 2015-2016 (for students) and/or 2016-2017 (for staff) academic years.

Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be enrolled/employed at Ivane Javakishvili 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 or self-certifications of the required level.

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 + 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

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.

The mobility period may be integrated by a traineeship if included in the Learning Agreement. The traineeship must be implemented under the supervision of the host university which welcomes the student's study period. Besides the study and traineeship period must be consecutive.

Mobility for teaching:

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.

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)	
TRAVEL		
Students & Staff	between 100-499 Km	180 € per participant
	between 500-1999 (Ukraine, Morocco, Tunisia)	275 € per participant
	between 2000-2999 (Georgia, Israel, Russian Federation, Jordan, Palestine)	360 € per participant
	between 3000-3999	530 € per participant
	between 4000-7999 (China)	820 € per participant
	between 8000 + (Australia, Brazil, Japan, United States, Vietnam)	1100 € 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 from 18 September to 29 September 2015. 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:

- Copy of a valid passport
- 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)
- Copy of official language certifications (if any) or self-certifications of language qualifications
- Proposed Learning Agreement in English
- 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

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

- Copy of a valid passport
- Copy of a proof of employment
- Work Plan in English, signed by the applicant and both Erasmus+ Academic and Administrative Coordinators
- 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
- Pre-acceptance letter by the host university
- 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

Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

Art. 7 Selection process

7.1 The Selection process includes the following steps:

- a. Eligibility check by Ivane Javakhishvili Tbilisi State University
- b. 2-step evaluation process (pre-evaluation by Ivane Javakhishvili Tbilisi State University Selection Committee and final evaluation by Ca' Foscari University Selection Committee) in order to guarantee maximum transparency and equal treatment in the selection procedure;
- c. Scholarships awarding.

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.

Only valid and eligible applications will be pre-evaluated and ranked by Ivane Javakhishvili Tbilisi State University Selection Committee and finally evaluated by the Coordinating University Selection Committee, 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	Relevance/Coherence of the mobility for the students study plan	Language Skills
UG and MA Students	0-10	0-10	0-10	0-10
PhD students	0-10	0-10	0-10	0-10

Type of Mobility/Criteria	Impact of the Mobility	Research/Work Plan	Preceding mobility experience	Motivation
Academic Staff	0-10	0-10	0-10	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 and/or Ca'Foscari University Selection Committees 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".