



Erasmus+



UNIVERSITY GORGASALI

Erasmus+ Application to Work Abroad Staff Application Criteria 2015-16

Tbilisi Teaching University Gorgasali staff members wishing to be involved in a staff exchange with another HEI in a programme country should read the general criteria below.

Once staff members have decided to embark on the programme, they should speak with both their line manager and their Faculty Erasmus Coordinator. The international Office will advise who to contact and offer personalized support for the process.

Staff members from Central Service Departments should speak with their line manager and the Rector to see if there is a possibility for non-academic staff exchanges this year.

Staff Criteria:

- Staff members must have a valid full time employment contract with Tbilisi Teaching University Gorgasali
- Staff members can either work for a School or a Central Service Department
- Preference will be given to applicants who will be participating in the Erasmus+ programme for the first time
- Staff members must justify their reasons for working abroad. This should involve explaining in an email to their line manager and the School Erasmus Coordinator how their time abroad will benefit the University/Department, as well as themselves as HE professionals.
- Staff members must accept the ambassadorial responsibilities of being involved in the Erasmus+ programme.
- For most staff members, prior knowledge of the mother language of the host country will be advantageous, but is generally not considered to be a requirement. However, if an Academic staff member is required to teach in a different language to English as part of their exchange, they must be able to evidence their speaking, listening and writing ability of that language (to at least a B2 standard according to the Common European Framework) as part of their application.

Important Information:

The chosen HEI abroad must have an Erasmus charter - The chosen HEI abroad must have an inter-institutional agreement with Tbilisi Teaching University Gorgasali

Tbilisi Teaching University Gorgasali expects all staff exchanges to last for one week only. The minimum and maximum periods allowed by the EU Commission are 2 days to 2 months.

However, any applications for exchanges less than or beyond one week will be agreed only by exception, and will require a clear and convincing business case to be approved by both the **Faculty Erasmus Coordinator** (FEC) and the **Institutional Erasmus Coordinator** (IEC). Central Service Department (CSD) staff members will only need authorization from the IEC.

Staff members with a disability can apply for a special grant.

The Erasmus+ Staff Mobility Programme: Application Process

There are five stages a staff member must go through in order to participate in the Erasmus+ Student Mobility programme. Please read these stages in further detail below:

1. Firstly, you should read the Erasmus+ staff application criteria. This will give you a good idea of the qualities we are looking for in our applicants.
2. Secondly, speak with your Faculty Erasmus Coordinator (FEC) or the Institutional Erasmus Coordinator to see if there are opportunities available to you. If there is a possible exchange available, then you should send an email to your Line Manager and the appropriate SEC explaining the reasons why you wish to embark on the programme. You should copy in either the appropriate Faculty Erasmus Coordinator, or instead the Institutional Erasmus Coordinator (IEC).

If you are a staff member from a Central Service Department (CSD) you may also wish to attach a personal statement and a CV.

3. If you are accepted, you will then need to complete the Staff Mobility Agreement (SMA).
4. After the SMA has been fully completed and authorized, you will then need to complete a Staff Grant Agreement (SGA), as well as a travel risk assessment form. You will not be able to participate in the programme until you have this stage finalized.
5. Once you have both your SMA and SGA authorized, you will need to ensure you have planned out all other elements of your trip (accommodation, travel, visa etc.). You are entirely responsible that these other aspects are organized prior to you leaving for the host country, although the Faculty Erasmus Coordinators will be able to offer some advice.

Please note:

The University expects all staff exchanges to last for one week only. The minimum and maximum periods allowed by the EU Commission are 2 days to 2 months. However, any applications for exchanges less than or beyond one week will be agreed only by exception, and will require a clear and convincing business case to be approved by both the Faculty Erasmus Coordinator (FEC) and the Institutional Erasmus Coordinator (IEC). CSD staff members will only need authorization from the IEC.