



Erasmus+



UNIVERSITY  
GORGASALI

# Tbilisi Teaching University Gorgasali **Erasmus+** Staff Mobility Agreement – Important Information

Congratulations on deciding to embark on the Erasmus+ Staff Mobility programme.

Tbilisi Teaching University Gorgasali is proud to participate in the Erasmus+ scheme and is delighted to be able to support its staff members in helping the University build on its international relations with partner institutions across Europe. This is also a great opportunity for staff members to enhance their professional skills and to demonstrate their excellent intercultural networking abilities. The remainder of this document outlines general considerations for you to think about before embarking on the Erasmus+ scheme. It is essential you read all the sections carefully and fully as you will need to sign to confirm your acceptance of a number of conditions.

## Your Responsibilities During the Programme

All staff members participating in exchanges abroad will need to be aware of the following:

- Staff members are required to complete a final report upon returning to Tbilisi Teaching University Gorgasali from the exchange. Instructions on how to do this will be provided nearer the time.
- Staff members are expected to demonstrate excellent ambassadorial qualities all throughout their exchange.
- The terms and conditions as set in the Tbilisi Teaching University Gorgasali staff contract are still applicable whilst staff members are abroad.
- All staff members must undertake the agreed programme of work, whilst consistently conducting their work in a professional manner and delivering to a high standard.

## Finance Payment Information

Although the Erasmus grant is calculated according to a monthly rate, it is paid as a lump sum in two separate instalments:

- The first Instalment equates to 80% of the total grant
- The remaining 20% of your grant will be paid at a later date and conditional upon receipt of your final report. The exact dates for these payments will be specified in your grant agreement.
- The total payment amount that each staff member receives depends on the country the staff member visits. This is determined by the Erasmus National Agency. The total amount will be shown in your grant agreement.

Tbilisi Teaching University Gorgasali will not be responsible for any bank charges that may be incurred when transferring grant payments to your account.

## Insurance

Before you go abroad you must complete a short risk assessment form providing details of the country you

are planning to visit and the dates of your stay. Please request the form from the International Office, and return to this address once you have completed, prior to travel.

Insurance cover must be arranged in advance and cannot be organized retrospectively. You may not be covered for Employer's liability within the workplace due to national employment laws. Check if this applies to you. You will need to supply an insurance certificate from your host institution or seek an insurance policy in the host country to cover you.

## Visas & Immigration

It is your responsibility that to ensure you meet the immigration requirements for the country you plan to visit, and to ensure you have made the necessary arrangements in good time to apply for a visa (if required). It is your responsibility to ensure that you comply with the conditions of your visa at all times. You are advised to check information provided by the country you wish to visit to find out if they require a visa to go there. Information for the visa can be obtained from the relevant embassy or consulate.

## Accommodation

By signing this agreement, you understand that Tbilisi Teaching University Gorgasali is not responsible for your accommodation in the host country, and that you will need to source your own accommodation to cover the full duration of your stay. It is advisable to read the host university's accommodation handbook as it may list the approximate costs of housing in the local area. Please note that it is important to plan a sufficient budget as accommodation costs can vary greatly depending on the country.

## Disability Grants

Extra funding is available for staff members with additional needs wishing to participate in Erasmus+ programme, and where participation would not be possible without extra financial support. The allowances are offered when additional needs lead to extra mobility costs which exceed the maximum grant allocations allowed and which cannot be recovered from other sources. The grant covers approved actual costs.

To apply for the grant, the staff member must send an email to the Institutional Erasmus Coordinator. The application email must include an attached statement from a doctor or other authority confirming the additional needs, its severity, the impact on the Erasmus+ mobility, additional requirements and additional costs to be met. A detailed estimate of costs is required. The application should provide information on any other sources of financial support that the student receives and why this is insufficient to cover extra costs.

If the application is approved the National Erasmus Agency will then specify a maximum supplementary allowance. The additional financial support that the EU commission provides for staff members with disabilities and/or additional needs is to ensure that the programme remains absolutely inclusive and open to everyone.

## Data Protection

In addition to the current data processing that the University carries out it will also need to process your personal data for the purposes of administering and managing your Erasmus+ programme. "Processing" includes obtaining, recording, keeping or disclosing information or data and carrying out operations using the information or data. The University will treat all personal data as confidential and will not use or process it other than for legitimate purposes connected with your Erasmus+ programme. It is your responsibility to ensure that you provide the University with accurate and up-to-date personal information

regarding yourself. The University will process your personal data in accordance with the requirements of the Data Protection law. Steps will be taken to ensure that the information is not kept for longer than is necessary.

Measures will also be taken to safeguard against unauthorized or unlawful processing and accidental loss or destruction or damage to the data. The University will need to disclose your personal data to the Host University. By participating in Erasmus+ programme you understand and agree to the University providing your personal data to the Host University.

# Tbilisi Teaching University Gorgasali Erasmus+ Staff Mobility Agreement Form

## Section A- Details of the Exchange

Name of Staff Member	
Staff ID Number	
Academic Department	
Home University	
Address of Home University	
Host University	
Address of Host University	

Is this the member of staff Academic or Non-Academic (please select below):

( ) Academic                      ( ) Non-Academic

### DETAILS OF THE PROPOSED STAFF MOBILITY PLAN ABROAD

.....

.....

.....

.....

## Section B- Academic Staff Only

Intended Date of Departure: .....

Intended Return Date: .....

Please note:

- Minimum number of teaching hours per week: 8 teaching hours are agreed at the Host University
- Conferences are generally not covered by the Erasmus+ programme.

Number of hours teaching per week	Module Level	Module Title (Indicative or actual)	Start Date at HEI	End Date at HEI

HEI = Host Educational Institution

Total Duration in Days and Weeks: .....

### Section C- Non-Academic Staff Only

Agreed Work Placement / Training Course(s) at Host University

.....

Intended Date of Departure: .....

Intended Return Date: .....

Note: Conferences are generally not covered by the Erasmus+ programme.

Work Training Course Title (if applicable)	Main Aims of the Work Placement and or Training Course(s)	Duration (Please state start and end dates)

### Section D- Authorization

I ..... (name, surname) confirm that I agree to the terms of this Staff Mobility Agreement and have read the Data Protection Information and hereby give consent for **Tbilisi Teaching University Gorgasali** to process my personal data for the purposes of the Erasmus+ programme.

Staff Signature .....

**IMPORTANT:**

By signing this document, the staff member realizes he/she may be required to partly fund their travel/living expenses abroad and will also need to source their own accommodation. Moreover, the staff member realizes they are required to follow the same obligations/standards as set out in their Tbilisi Teaching University Gorgasali contract.

**Tbilisi Teaching University Gorgasali**

We confirm the proposed programme is approved.

*Head/Director of School or Head of Department:*

Name, Title: .....

Signature: .....

Date: .....

*Institutional Erasmus Coordinator:*

Name: .....

Signature: .....

Date: .....

**Host University**

We confirm the proposed programme is approved.

*Head/Director of School or Head of Department:*

Name, Title: .....

Signature: .....

Date: .....

*Erasmus Coordinator,*

Name, Title: .....

Signature: .....

Date: .....

Additional Comments/Notes:

