

# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff - Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2015-21 between institutions from programme and partner countries [Minimum requirements]<sup>2</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

### A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>3</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSIDADE DA CORUÑA</b> University of A Coruña / SPAIN	<b>E-LACORU01</b>	Institutional Coordinator Fernando Peña	International Relations Office O lagar – Campus de Elviña 15071 A Coruña – España Tel. +34 981 167000, Fax: +34 981 167013 Email: <a href="mailto:erasmus@udc.es">erasmus@udc.es</a>	<a href="http://international.udc.es/">http://international.udc.es/</a> <a href="http://estudios.udc.es/en/degrees">http://estudios.udc.es/en/degrees</a>
<b>Ivane Javakhishvili Tbilisi State University/Georgia</b>	<b>Tbilisi</b>	Erasmus Institutional Coordinator Tea Gergedava	Department of Foreign Relations 1, Ilia Tchavtchavadze Avenue, 0179, Tbilisi, Georgia Tel: +995322221103 Fax: +995322225679 Email: <a href="mailto:tea.gergedava@tsu.ge">tea.gergedava@tsu.ge</a>	<a href="http://www.tsu.edu.ge">www.tsu.edu.ge</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

## B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:  
The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
E LA-CORU01	Tbilisi	05	Natural Sciences	3rd	2 student x 10 months each	
		042	Law	2nd, 3rd	2 student x 10 months each	
		031	Social and behavioural Sciences	2nd, 3rd	2 student x 10 months each	
Tbilisi	E LA-CORU01	05	Natural Sciences	3rd	2 student x 10 months each	
		042	Law	2nd, 3rd	2 student x 10 months each	
		031	Social and behavioural Sciences	2nd, 3rd	2 student x 10 months each	

[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
E LA-CORU01	Tbilisi	05	Natural Sciences	1 person X 5 days	

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

		042	Law	1 person X 5 days	
		0314	Sociology	1 person X 5 days	
		003	Personal skills and development		1 person X 5 days (the receiving unit: Department of Foreign Relations)
Tbilisi	E LA-CORU01	05	Natural Sciences	1 person X 5 days	
		042	Law	1 person X 5 days	
		0314	Sociology	1 person X 5 days	
		003	Personal skills and development		1 person X 5 days (the receiving unit: International Relations Office)

### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E LA-CORU01		Spanish and/or Galician Language	English	B1 Spanish generally recommended unless some other specific level required for a special program	B2 Spanish or English
Tbilisi		Georgian	English	B2 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>6</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

<sup>5</sup> See Common European Framework of Reference for Languages

[http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

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<sup>6</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

### **E. Any additional requirements**

*[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

#### **At E LA-CORU01**

**Students' application** for an international mobility at UDC is only possible by use of the online application form available on website <http://www.udc.es/moveonline3/moveonline/incoming/welcome.php>. The following documents must be enclosed and sent by airmail to IRO, together with the printed and signed online application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator. For all questions relating to Learning Agreement, please contact the faculty coordinator,
- the Transcripts of Records obtained in previous years of study at home university
- Copy of passport or ID

**For staff mobility**, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to IRO.

The University Unit of Attention to the Diversity (ADI) was created in February 2004 to attend to members of the university community with **special needs** derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or sociocultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site <http://www.udc.es/cufie/uadi/>

#### **AT Tbilisi**

Information for students: The following documents must be sent by e-mail to [erasmusplus@tsu.ge](mailto:erasmusplus@tsu.ge)

- Application form
- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator
- the Transcripts of Records obtained in previous years of study at home university
- Copy of passport or ID

Information for staff: The following documents must be sent by e-mail to [erasmusplus@tsu.ge](mailto:erasmusplus@tsu.ge)

- Application form
- Proposed work plan
- Copy of passport or ID

We do not have the infrastructure for students and staff with disabilities.

## F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
E LA-CORU01	15 <sup>TH</sup> JUNE	15 <sup>TH</sup> NOVEMBER
Tbilisi	15th May	15th November

*[\* to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement  
*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]*

## G. Information

### 1. Grading systems of the institutions

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### **At E LA-CORU01**

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

- 0 - 4,9: Suspenso (SS) - Failed  
 5,0 - 6,9: Aprobado (AP) - Satisfactory/Sufficient  
 7,0 - 8,9: Notable (NT) - Good  
 9,0 - 10: Sobresaliente (SB) - Very Good

The mention of "Distinction" (Matrícula de Honor) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distinction".

More information:  
[http://www.udc.es/normativa/academica/normas\\_de\\_cualificaciones\\_e\\_actas.html](http://www.udc.es/normativa/academica/normas_de_cualificaciones_e_actas.html)

### AT Tbilisi

Grade	ECTS grade	Evaluation
91% and more	A	EXCELLENT
81%-90%	B	VERY GOOD
71%-80%	C	GOOD
61%-70%	D	SATISFACTORY
51%-60%	E	Sufficient
41%-50%	FX	MARGINAL FAIL
40% and below	F	FAIL

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
E LA-CORU01	<a href="mailto:incoming.rrii@udc.es">incoming.rrii@udc.es</a> +34 981167000	<a href="http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html">http://extranjeros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html</a>
Tbilisi	<a href="mailto:erasmusplus@tsu.ge">erasmusplus@tsu.ge</a> +995322225679	Visa related issues: <a href="https://www.geoconsul.gov.ge/ka/aboutUs">https://www.geoconsul.gov.ge/ka/aboutUs</a> Residence permit: <a href="http://psh.gov.ge/index.php?lang_id=ENG&amp;sec_id=378">http://psh.gov.ge/index.php?lang_id=ENG&amp;sec_id=378</a>

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
E LA-CORU01	<a href="mailto:incoming.rrii@udc.es">incoming.rrii@udc.es</a> +34 981167000	<a href="http://www.udc.es/ori">www.udc.es/ori</a>

Tbilisi	<a href="mailto:erasmusplus@tsu.ge">erasmusplus@tsu.ge</a> +995322225679	<a href="http://www.tsu.edu.ge">www.tsu.edu.ge</a>
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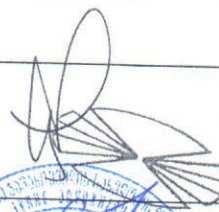
#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
E LA-CORU01	<a href="mailto:incoming.rrji@udc.es">incoming.rrji@udc.es</a> +34 981167000	<a href="http://www.udc.es/ori/infestudiante_sextranxeiros/mobilidade_Erasmus_quia_acollida_UDC/aloxamento.html">http://www.udc.es/ori/infestudiante_sextranxeiros/mobilidade_Erasmus_quia_acollida_UDC/aloxamento.html</a>
Tbilisi	<a href="mailto:erasmusplus@tsu.ge">erasmusplus@tsu.ge</a> +995322225679	<a href="http://www.tsu.edu.ge">www.tsu.edu.ge</a>

#### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
E LA-CORU01	Prof. Dr. Xosé Luis Armesto Rector	18/5/2015	
Ivane Javakhishvili Tbilisi State University/Tbilisi	Prof. Vladimer Papava Rector	18/6/2015	