

Erasmus+ International Credit Mobility (ICM): Guidelines for Incoming Visiting Staff at TSU

Erasmus+ K171 projects are centrally administered at Ivane Javakhishvili Tbilisi State University (TSU) by the Department of Foreign Relations. The Institutional Coordinator of the Erasmus+ International Credit Mobility (ICM) program at TSU is Ms. Tea Gergedava, Head of the Department of Foreign Relations.

Unlike some universities, TSU does not operate a system of faculty or department-level academic coordinators. All Erasmus+ ICM mobility procedures - whether academic or administrative - are coordinated exclusively through the Department of Foreign Relations.

Staff Mobility for Training (STT)

- **TSU accepts staff mobility for training purposes (STT) exclusively as participants of its International Staff Weeks.** The university organizes three Staff Weeks per academic year:

- Two in the Fall semester
- One in the Spring semester

- Announcements, application links, and detailed information are published on the iMotion platform at least six months in advance.

- Participants are required to attend the full program. This event is therefore not appropriate for individuals planning additional visits to other partner institutions in Tbilisi during the same period.

Upon completion of the full program, a Certificate of Attendance is issued by the Department of Foreign Relations.

[11th International Staff Week at TSU \(Tbilisi, Georgia\)](#)

Staff Mobility for Teaching (STA)

- Academic staff are accepted on a rolling basis, subject to the academic calendar and faculty availability. Teaching mobilities must take place only during TSU's official teaching periods:

- October to December
- March to mid-June

Teaching mobility is not possible during January, July, or August due to academic breaks.

- The duration of mobility must be 5–6 working days.

- Mobility should begin on a Monday and conclude on a Friday:
 - Saturday may be counted as a teaching day.
 - Sunday is not considered a working day.
 - Visiting academic staff are expected to conduct a minimum of 8 teaching hours per week.
- Once a nominee is accepted and an academic host at TSU is identified, it is the responsibility of both the host faculty member and the visiting staff member to:
- Agree on the specific dates of the visit within the designated teaching periods.
 - Ensure that teaching activities are appropriately arranged by the host academic.

Upon successful completion of the mobility, a Certificate of Attendance will be issued by the Department of Foreign Relations.

Nomination and Application Process

To initiate the mobility procedure, the sending university must submit the following documents via email to incoming.staff@tsu.ge:

- A formal nomination letter from the sending institution's international office (or equivalent body)
- The nominee's Curriculum Vitae (CV)
- A proposed Erasmus+ ICM Mobility Agreement

Nominees are strongly advised not to make travel arrangements before receiving an official Letter of Invitation from TSU. This letter will confirm the nominee's acceptance and include details of the assigned academic host from the relevant TSU faculty.

Contact:

incoming.staff@tsu.ge

+995 322 2 22 56 79