

Call for Mobility Scholarships
Within the Framework of Erasmus+ Program
for the Academic and Administrative Staff

It is possible to choose only one university within the mentioned competition.

For Academic Staff:

Türkiye

University	Usak University
Field	Faculty of Humanities (Languages)
Language	English
Mobility implementation period	May 12–16, 2025 Mobility includes participation in International Staff Week
Website	https://www.usak.edu.tr/
Mobility Duration	5 working days

University	Eskisehir Osmangazi University
Field	Faculty of Humanities, Faculty of Law, Faculty of Social and Political Sciences, Faculty of Psychology and Educational Sciences, Faculty of Economics and Business
Language	English
Mobility implementation period	May 12–16, 2025 Mobility includes participation in International Staff Week
Website	https://ogu.edu.tr/
Mobility Duration	5 working days

For Administrative and Academic Staff:

Spain

HEI	CPIFP Alan Turig
Direction (academic and administrative staff)	Decision making staff of the central administration Department of Sports and Culture Spanish Philology Faculty of Economics and Business (Economics)
Mobility to be implemented during	Mobility is valid for attending the International Staff Week during the Academic Year 2024-25, Spring Semester 2025
Duration of the mobility	5 working days

Selection process:

- Reviewing the election application and pertinent documentation (Tbilisi State University)
- Interview with the candidate selection committee (Tbilisi State University)
- Final selection/scholarship award (Host University)

Required documents:

1. Copy of passport;
2. A certificate of employment (in English)
3. CV in the European format [https:// europa.eu/ europass/ en/create-europass -cv](https://europa.eu/europass/en/create-europass-cv)
4. A letter of recommendation – kindly submit your English recommendation through the electronic registration portal mobility.tsu.ge by entering your recommender information in the designated field. Subsequently, a hyperlink will be dispatched to the recommender via email, facilitating the completion of the recommendation online.
5. Completed Mobility Agreement (in English):
 - 5.1 In the case of Staff Mobility for Teaching: the mobility agreement should include 8 hours of teaching activity per week of mobility; the document must be certified by the signature and seal of the dean of the relevant faculty of TSU; Appendix 1;
 - 5.2 In the case of Staff Mobility for Training: completed mobility agreement should be certified by the signature of the Head of the relevant unit of TSU; Appendix 2;
6. Letter of interest (pre-acceptance) issued by the host university (the submission of an official letter is not obligatory; an emailed consent or proof of interest, duly issued by the secretariat and/or professor of the pertinent academic department at the host university, is deemed satisfactory).

Academic and administrative staff intending to participate in the exchange program are required to complete registration on the electronic portal for exchange and mobility program management at mobility.tsu.ge. The comprehensive set of application documents, formatted in PDF, should be uploaded, and the application must be electronically submitted no later than **16:00 on April 16, 2025**.

Please kindly note that:

- Modifying the submitted application or substituting uploaded documents is not feasible;
- The submission of an application requires the completion and transmission of a recommendation by the recommender. Hence, it is crucial for the recommender to be adequately informed about the application deadline.

Additional important information:

a) Please note that the portal mobility.tsu.ge:

- ✚ Does not register applications after the deadline (April 16, 16:00);
- ✚ Does not register an incomplete application package. The application is considered electronically submitted only after pressing the send button!
- ✚ Upon successful submission of the application documentation, the applicant will receive the relevant email notification;
- ✚ The interview will be held on the 17th of April. The exact time will be sent individually to all applicants via the email provided on the portal [mobility.tsu.ge]. The interview will take place in person.

b) Finances and other conditions related to mobility:

- ✚ Kindly be advised that certain host universities may provide reimbursement for up to five working days and one or two travel days. This consideration will be made subsequent to the host university's receipt and evaluation of the application documents.

For further inquiries, kindly reach out to the Department of Foreign Relations via email at outgoingmobility@tsu.ge