

## **Guidelines for Academic Staff: TSU's Exchange and Mobility Program Admission and Participation Rules**

I. TSU announces competitions for academic staff from all seven faculties to participate in the Staff Exchange and Mobility program administered by TSU. Admission of participants to each competition is determined by negotiation between the parties and varies by semester, faculty and major. Additional information will be provided in the competition announcement released by TSU on the official website under the 'Ongoing Competitions' section.

II. Academic staff exchange involves participation in the Erasmus+ program, subject to approval of the host university, allowing for the delivery of relevant lecture courses totaling 8 hours per week.

III. Participants in the competition of the academic staff exchange Erasmus+ program

Terms and Procedures:

1. Proficiency in a relevant foreign language at a minimum of B2 level (in accordance with the European language proficiency standards).
2. Confirmation from the professor at the host university's relevant faculty/department, indicating their agreement to host and facilitate 8 hours of lectures per week for the visiting academic staff from TSU.
3. Completion and signature of the Mobility Contract by the applicant and the dean of the applicant's faculty. The dean's signature must be authenticated with the faculty seal.
4. Registration on the [mobility.tsu.ge](http://mobility.tsu.ge) portal, submission of the application, and completion of all necessary documentation uploads.
5. Receipt of electronic recommendation from the recommender, followed by submission of the application form through the [mobility.tsu.ge](http://mobility.tsu.ge) portal. The submission button becomes active after all mandatory documents are uploaded by the applicant and the recommender completes the recommendation.
6. Interview with the competition commission.
7. Upon successful completion of the interview, finalization of visit dates with the host institution, completion of the grant agreement, receipt of the invitation letter, and initiation of the legal process governing business trips and mobility at TSU.

### **Definitions:**

#### **1) Foreign Language Knowledge**

To be eligible for participation in the exchange or mobility program, recipients must demonstrate proficiency in the language of instruction used by the university or in English at a level that enables them to deliver a lecture course effectively. In case of using English as a primary teaching language in a non-English-speaking country, it is necessary to make an agreement with the host university in advance, which allows the host university to identify an appropriate audience for the course and integrate it into the curriculum effectively.

#### **2) Agreement with the host university professor**

Upon deciding to participate in the competition announced by TSU, you may reach out to your desired university's faculty via their website. The competition conditions specify that you are seeking a colleague who aligns with your teaching and research interests to potentially act as your host. In a letter to this colleague, you should outline the purpose of your contact (regarding the competition) and extend an offer for collaboration at the teaching level (as ERASMUS+ does not typically cover mobility for research purposes). Additionally, it would be beneficial to present your mobility plan and express your motivation for the visit within the same letter. It's also advisable to include a deadline for receiving a response and request confirmation from the colleague. Upon confirmation, you may request that the colleague provides official consent to participate in the competition, which may serve as both an official invitation and proof of consent, sent from their official email address.

Note: In the event of a delayed response from a colleague, if the individual you've reached out to is late in replying, you have the option to contact the international department or unit at the host university. You may request their assistance in facilitating initial contact with the professor you've chosen. However, this assistance is provided as a courtesy by the International Department/Unit and does not oblige them to find the professor on your behalf.

### **3) Mobility Agreement (Mobility Agreement - Staff Mobility For Teaching) of the faculty with the signature of the dean and the applicant and certified by the faculty seal**

The mobility details are available on the webpage where the competition terms and conditions are listed. The contract, which is a prerequisite for participation in the competition, should be completed thoroughly. This document should outline the purpose and objectives of your visit, your expectations from the visit, and what support will be provided by your host institution. A section will be provided for you to fill in your responses detailing the visit to the university. Upon completion, both your signature as the applicant and that of the Head/Dean, along with the seal of the faculty, are required. This signifies that the Dean/Head acknowledges and agrees to the applicant's academic staff member undertaking mobility to the host university to deliver the specified courses within the designated time frame.

### **4) Registration on the electronic registration portal mobility.tsu.ge**

To register for exchange and mobility programs on the electronic management registration portal, staff members must possess a TSU email address ([.....@tsu.ge](mailto:.....@tsu.ge)).

To complete registration on the electronic registration portal mobility.tsu.ge successfully, ensure the following steps are completed:

1. Fill out all required fields, which includes uploading a photo.
2. Click on the "Save" button to save your information.
3. Read the text displayed in the window that appears, then indicate that you have reviewed the information on the website by clicking a button.
4. Finally, click on the "Send" button to finalize the submission of your registration.

### **5) Filling out the registration application, uploading and sending all the necessary documents**

The registration application consists of 4 components:

#### **I. Personal information**

To initiate the registration process for a competition in the exchange or mobility program, you may access the Exchange and Mobility Program Management on the registration portal mobility.tsu.ge. Complete all personal data fields, ensuring that all required information is provided. Additionally, upload a mandatory photo (maximum size 400 KB) for successful registration. After filling in all fields, click the "Save" button. If you are completing your application step by step, you can save your progress by pressing the save button, ensuring that the uploaded materials and entered data are saved up to that point. This allows you to gradually fill out your application before the deadline.

#### **II. Application**

Once you have completed filling in your personal information, proceed to the application section. It's important to note that filling out this section is mandatory in both Georgian and English languages. After inputting the required data, ensure to press the save button to store the information accordingly.

#### **III. Documents**

Once you have filled out the application section entirely and clicked on the save button, proceed to the accompanying documents section. In this section, uploading certain documents is compulsory in order to successfully complete the application. Such documents are marked with an asterisk (\*). During this stage of the application process, please ensure that all mandatory documents are uploaded in the PDF format. The page will specify the allowed file sizes for each document. After uploading each document, ensure that you press the "Save" button.

#### **IV. Recommendations**

In order to participate in the exchange or mobility program, it is mandatory to obtain at least one academic recommendation. The recommender can be the head or a colleague from your faculty, department, or institute. To provide a recommendation, the recommender must complete the necessary fields and provide detailed responses to the questions outlined in the form.

To request a recommendation from your chosen recommender, follow these steps:

1. Fill in all fields specified in the component, including the recommender's valid email address.
2. Choose the language in which you want the recommendation to be in.
3. Click the "Save" button.
4. After completing this step, the recommender will receive an email with a link, which allows them to write a recommendation.

Please note that you must press the save button in order to send the link to the recommender.

Once the recommender has filled in the recommendation, you will see a notification in the corresponding section stating "Recommendation has been sent." Then, click the "Send" button to finalize the process.

#### **V. Interview**

Upon successfully passing the initial stage, candidates proceed to the interview phase. Typically, interviews are conducted in person, unless exceptional circumstances dictate otherwise, in a face-to-face physical format. Information regarding the date, time, and location of the interview will be communicated via email. It's important to note that customization of the interview schedule based on individual calendars, plans, or location preferences of the applicants is not feasible. During the interview, the competition commission evaluates candidates based on predetermined rules and criteria established by the university. For further information, candidates can refer to the guidelines provided by TSU regarding selection rules of administrative personnel in exchange and mobility programs.

#### **VI. Mobility Implementation**

Following the interview, you will receive an email notification within a few business days regarding the interview outcome. If the outcome is successful, you may proceed to plan your visit or mobility to the host university. The final step in this process is to obtain a signed version of the mobility contract from the host university, along with the relevant legal documentation for business trips issued by TSU's relevant services, before your departure.

Prior to your departure, you will receive a document (invitation letter) from the host university that details the full financial support provided for the program. This includes a breakdown of your travel expenses (a fixed amount depending on the country) and the scholarship. The utilization of travel expenses will be in accordance with the host university's internal regulations. There are scenarios where the visitor purchases their airline tickets and is reimbursed by the host university via bank transfer or check upon arrival, along with the daily stipend. Alternatively, the host university may directly purchase the airline tickets based on the agreed schedule with the person.

#### **Following stages after returning from mobility:**

##### **I. Completion of the Electronic Questionnaire (Survey):**

Following your academic mobility, you will receive an electronic questionnaire via email, using the email address provided during registration. It is mandatory to fill out this questionnaire.

##### **II. Retaining Original Boarding Passes:**

Ensure you keep the originals of your boarding passes (or mail them if requested by the host party). It's important to retain all proof of travel during the mobility process. It's advisable to save these

documents, preferably in scanned form. Depending on the host party's requirements, sometimes original boarding passes are sent by mail, while in other cases, a scanned version may suffice. If the host university requires original boarding passes for proof of arrival and departure, it's necessary to make a photocopy for TSU's business trip closure order.

**III. Closing the Business Trip Order:**

Upon your return, you are required to complete a business trip closure order addressed to the specified account (e.g., university administration, Head/Dean, Finance Department). This order should include a brief report detailing the work you completed during the mobility.