



Erasmus+

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019-2021²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Universidad de Córdoba (UCO), Spain	ECORDOBA01	Enriqueta Moyano Cañete General Director of Internationalisation and Mobility Programmes direccion.ori@uco.es Tel: +34 95721 2552 /2047 Fax: +34 95721 2583	http://www.uco.es/inter_nacional/extranjeros/en/

¹ 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+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

Georgian Technical University (GTU), Tbilisi Georgia	TBILISI GTU		http://gtu.ge/Eng/
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B. Mobility numbers⁷ per academic year

The present agreement will be valid for academic years 2019/2020 and 2020/2021.

Therefore, just the average duration of mobility periods are given below and exact type and number of mobilities available will be communicated every year according to funding results.

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Sub ject are a cod e * [ISC ED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeshi ps *
ECORDOBA 01	TBILISI GTU	0400	Business, administration and law not further defined	1 st	5 months	3 months
				2 nd	(average)	(average)
		0510	Biological and related sciences not further defined	3 rd		
		0715	Mechanics and metal trades			
TBILISI GTU	ECORDOB A01	0810	Agriculture not further defined			
		0400	Business, administration and law not further defined	1 st	5 months	3 months
				2 nd	(average)	(average)
		0510	Biological and related sciences not further defined	3 rd		
		0610	Information and Communication Technologies (ICTs), not further defined			
		0715	Mechanics and metal trades			
		0810	Agriculture not further defined			

⁷ 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>)

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
ECORDOBA 01	TBILISI GTU	0400	Business, administration and law not further defined	5 days (average)	5 days (average)
		0510	Biological and related sciences not further defined		
		0610	Information and Communication Technologies (ICTs), not further defined		
		0715	Mechanics and metal trades		
		0810	Agriculture not further defined		
TBILISI GTU	ECORDOBA 01	0400	Business, administration and law not further defined	5 days (average)	5 days (average)
		0510	Biological and related sciences not further defined		
		0610	Information and Communication Technologies (ICTs), not further defined		
		0715	Mechanics and metal trades		
		0810	Agriculture not further defined		

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
ECORDOBA01		Spanish	English	B1	B2
TBILISI GTU		Georgian	English	B2	B2

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 located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution 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:

⁸ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.

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. Additional requirements

Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used.

Selection criteria for students and staff:

Academic merit and language skills should be considered within criteria used for the selection of students and staff participants.

Language and cultural preparation before mobility:

E CORDOBA01: <https://www.uco.es/idiomas/cursos/language-and-culture-course-erasmus-programme/>

TBILISI GTU:

Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities:

E CORDOBA01: Servicio de atención a la diversidad <http://www.uco.es/servicios/sad/>

TBILISI GTU:

F. Calendar

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

Receiving institution [Erasmus code or city]	1 st Term*	2 nd Term*
ECORDOBA01	31 May	30 November
TBILISI GTU	June (term starts in September)	November (term starts in March)

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within a maximum of 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.
4. Termination of the agreement

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

ECORDOBA01: Student performances are graded individually and not on a statistical basis. In general, the University of Córdoba uses the grading system charter below.

	Fall	Pass	Satisfactory	Good	Very Good	Excellent
ECTS Grade	F or FX	E	D	C	B	A
Marks in a scale of 10	0,0 a 4,9	5,0 a 5,9	6,0 a 6,9	7,0 a 7,9	8 a 8,9	9,0 a 10
Spanish correspondence	Suspense	Aprobado	Notable		Sobresaliente o Matrícula de Honor	

http://www.uco.es/internacional/extranjeros/erasmus/guiasects_en.html

TBILISI GTU: uses the grading system charter below

Grade	Mark	Grade point
Excellent	A	91-100
Very Good	B	81-90
Good	C	71-80
Satisfactory	D	61-70
Sufficient	E	51-60
Not passed (with opportunity to repeat examination)	FX	41-50
Failed (with no opportunity to repeat examination)	F	0-40

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 (email, phone)	Website for information
ECORDOBA01	erasmus.partnercountries@uco.es	http://www.uco.es/internacional/extranjeros/es/visados
TBILISI GTU	International Relations and Standards Office erasmusplus@gtu.ge tel.+99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf

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 (email, phone)	Website for information
ECORDOBA01	erasmus.partnercountries@uco.es +34 957 212047	https://escumlaude.chubbtravelinsurance.com/CumLaude/PA
TBILISI GTU	International Relations and Standards Office erasmusplus@gtu.ge tel.+99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf

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 (email, phone)	Website for information
ECORDOBA01	erasmus.partnercountries@uco.es And international buddies at UCO Faculties/Schools	http://www.uco.es/servicios/alojamiento/
TBILISI GTU	International Relations and Standards Office erasmusplus@gtu.ge tel.+99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf

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Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
ECORDOBA01	erasmus.partnercountries@uco.es +34 957 212047	https://escumlaude.chubbtravelinsurance.com/CumLaude/PA
TBILISI GTU	International Relations and Standards Office erasmusplus@gtu.ge tel.+99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf




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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
ECORDOBA01	erasmus.partnercountries@uco.es And international buddies at UCO Faculties/Schools	http://www.uco.es/servicios/alojamiento/
TBILISI GTU	International Relations and Standards Office erasmusplus@gtu.ge tel.+99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
ECORDOBA01	Enriqueta Moyano Cañete General Director of Internationalisation and Mobility Programmes University of Córdoba	07/10/2019	 
TBILISI GTU	Prof. Archill Prangishvili Rector	06/11/19	A.P. 

University of Córdoba (UCC), Spain	ECORDOBA01	Enriqueta Moyano Cañete General Director of Internationalisation and Mobility Programmes Enriqueta.moyano@uco.es Tel. +34 95721 2552 / 2047 Fax: +34 95721 2583	06/11/2019
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¹⁰ Higher education institutions have to agree on the period of validity of this Agreement.

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¹² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

¹³ Higher Education Institutions (HEIs) from Erasmus+ Programme Countries should indicate their Erasmus code.

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation