

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

Inter-institutional agreement 2020-2021
between institutions from
Programme and Partner Countries
(Erasmus+ KA107 programme)

The institutions named below agree to cooperate for the exchange of students and 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	Contact details (email, phone)	Website
University of Alcalá UAH / Spain	E ALCAL-H01	Antonio Guerrero (antonio.guerrero@uah.es) +34 91 8856623 International Relations Office (ka107@uah.es) +34 91 8855388	www.uah.es www3.uah.es/ka107/2020-21
Georgian Technical University GTU / Georgia	Tbilisi	Otar Zumburidze Head of International Relations and Standards Office E-mail: o_zumburidze@gtu.ge Tel.: +99532 2365173 fax: +99532 2373454	www.gtu.ge

Administrative contact for document exchange:

Institution	Postal address, email, phone
University of Alcalá (UAH)	Universidad de Alcalá, Vicerrectorado de Relaciones Internacionales Plaza San Diego, s/n, E-28801 Alcalá de Henares (Madrid) Att: Programa Erasmus+ KA107
Georgian Technical University (GTU)	International Relations and Standards Office Georgian technical University 77 Kostava Street, 0160 Tbilisi, Georgia erasmusplus@gtu.ge tel.: +99532 2365173

Course catalogues for International students:

Institution	Websites
University of Alcalá (UAH)	http://www3.uah.es/ka107/2019-20/Courses.pdf
Georgian Technical University (GTU)	http://gtu.ge/Eng/Study/Eng-Lang-Educational-Programs.php

B. Mobility numbers per academic year

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies
Alcalá (UAH)	Georgian Technical University (GTU)	-0212	-Design	1 st , 2 nd	1 student, 5 months
		-0710	- Biomedical Engineering	2 nd , 3 rd	
		-0710	-Mechanical Engineering	1 st	
		-0710	- Water Engineering	2 nd , 3 rd	
		-0410	- Business	2 nd	
		-0810	- Viticulture and Enology	2 nd	
		-0810	- Agronomy	2 nd	
Georgian Technical University (GTU)	Alcalá (UAH)	-0410	- Business	1 st , 2 nd , 3 rd	1 student, 5 months
		-0311	- Economics		
		-0421	- Law		
		-0730	- Architecture and design		
		-0610	- Telecommunication		
		-0710	- Computer Engineering and Information Systems		

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training (*)
Alcalá (UAH)	Georgian Technical University (GTU)		Any of above	1 teacher, 5 days	0
Georgian Technical University (GTU)	Alcalá (UAH)		Any of above	1 teacher, 5 days	0

(*) The spots of mobilities for Teaching can be converted into spots of mobilities for Training, and viceversa.

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
Alcalá (UAH)	All areas	Spanish	English in some modules	B1 Spanish B2 English	B2 English
Georgian Technical University (GTU)	All areas	Georgian	English	B1 Georgian B2 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Respect of fundamental principles and other mobility requirements

The **University of Alcalá (UAH)**, located in a programme country¹ of Erasmus+, must respect the Erasmus Charter for Higher Education of which it is a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The **Georgian Technical University (GTU)**, 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.

¹Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

The **Georgian Technical University (GTU)** 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 organizational 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. Financial conditions

UAH as the coordinating institution will receive project funding from the Spanish National Agency (SEPIE).

The funding will cover:

- A) student mobility costs
- B) staff mobility costs (both for teaching and training)
- C) project management costs

The project funding will be managed according to the rules and conditions defined by the Spanish National Agency (SEPIE) in the grant agreement signed by UAH.

A) Student mobility

Each student nominated from **GTU** will receive:

- o **530 €** for travel costs
- o **850 €/month** for subsistence.

Once the students are selected by GTU, the approved list of students will be sent to UAH providing all details and documents as required by the coordinating institution.

Each student nominated from **UAH** will receive:

- o 530 € for travel costs
- o 700 €/month for subsistence.

The payments to all students will be done in the following way:

- A first payment of 80% of subsistence costs plus 100% of travel costs upon arrival to the host Institution.
- A final payment of the remaining 20% of subsistence costs after returning and presenting final documents. This payment will be done only if a minimum of 10 ECTS credits per semester has been passed by the student in the host university.

The project will finance part of the health, travel, accident and repatriation Insurance that will cover all the stay period of the student in the host university. The student should buy this Insurance in advance in the company ONCAMPUS, and will be reimbursed from this project with **150 €** for students coming to UAH and 50 € for outgoing students, when the student arrives to the host university, together with the first payment of the grant. The students can buy the Insurance in another company different than ONCAMPUS, but then no reimbursement will be made by UAH.

The incoming students, once arrived in UAH, can register in the Spanish Language Course for Erasmus+ Students delivered by the school ALCALINGUA, which costs 200€, and UAH will reimburse to them the amount of **100€** after the finalization of the course (added to the final 20% payment of the grant), but only if the final Spanish language level of the student has been improved compared with the initial level (there will be an initial test and a final evaluation).

B) Staff mobility (for teaching and training)

Each nominated staff member from **GTU** will receive:

- o **530 €** for travel costs
- o **1120 €** (160 €/day) for a total period of mobility of 5 working days plus 2 travel days.

Each nominated staff member from **UAH** will receive:

- o 530 € for travel costs
- o 1260 € (180 €/day) for a total period of mobility of 5 working days plus 2 travel days.

The payments to all staff will be done in the following way:

- For staff coming to UAH, a unique payment of 100% of the grant upon arrival to UAH, with a cheque.
- For outgoing staff, a unique payment of 100% of the grant upon arrival to the host Institution, with a bank transfer.

The minimum staff mobility period (both for teaching and training staff mobility) is 5 working days. Any shorter period of staff mobility will result in the loss of all the financing for this mobility (both subsistence and travel costs).

The staff mobility for Teaching requires a minimum number of 8 teaching hours per week. The staff mobility for Training does not require teaching activity. It is permitted a mixed mobility for Teaching+Training, in which case there is a minimum number of 4 teaching hours per week.

C) Project Management costs

The total budget to cover all the organizational support and project management costs with all KA107 partner universities in all countries is **27.300 €**. This budget depends exclusively on the number of student and staff participating in the mobilities (350 € per participant). UAH has established a quota of **20%** of that amount for the partner universities (70 € per participant, incoming and outgoing), so the amounts delivered to each partner will depend of the final number of participants multiplied by 70€.

If GTU arranges the total number of mobilities available in this project (4 participants), the amount received will be:

- o $70 \times 4 = \mathbf{280 \text{ € for GTU.}}$

This payment will be done in the following way:

- A first payment of 50% of the amount mentioned above, before the start of the mobilities.
- A final payment up to the total budget corresponding to the real final number of participants, payment made after presentation and evaluation of the Final Report of this project, evaluation made by the Spanish National Agency. If the final number of participants is less than 50% of initially foreseen, then the partner university will have to reimburse to UAH the corresponding part of the money already received.

F. Additional requirements

- The **Learning Agreement** for students will be the standard one used in Erasmus+, written in English language and including the list of subjects to be attended in the host institution and the subjects to be recognized in the home institution, all of them stating their size in ECTS credits. The initial version of this Learning Agreement must be signed before the mobility by all three parties: the student, the home coordinator and the host coordinator. This initial version can be modified and re-signed when the student arrives to the host Institution.
- The **Mobility Agreement for Teaching or Training** will be the standard one used in Erasmus+ by teachers or administrative staff, written in English language. For teachers this document will inform about the number and contents of the teaching hours. These teaching hours will be part of the evaluable contents of the subjects in the host university.
- In both universities, the **selection of the students** will be done centrally by the main International Office of the university, giving priority to the candidates that have never experienced this type of mobility, and giving big importance to the best university records of the students.
- In both universities, the **selection of the academic staff** will be done centrally by the main International Office of the university, giving priority to the staff that has never experienced this type of mobility and to the ones who express the objective of developing mobility windows for students, double or joint degrees between both universities, or similar valuable initiatives for shared studies.
- **Before students go abroad**, they should know the subjects that they will attend in the host university (stated in the Learning Agreement), their summary contents, their general timetables, the accommodation place when they arrive, the procedure to apply for the residence permit and his/her "buddy" students who will receive them when arriving (if this service exists in the host university). The students will obtain their Visa and their Medical Insurance by themselves, advised by the home and host universities.
- **When students arrive** to the host university, they will be provided with all the necessary information and assistance: accommodation, general welcome session for incoming students, academic support in the IROs and contact details of the international Coordinators, assistance with registration matters, language courses, residence permit, local and regional transport, etc.
- In order to simplify administrative procedures, all partner universities must comply with UAH Erasmus+ standard procedures such as the use of UAH Erasmus+ forms (**Certificate of Arrival**, **Certificate of Attendance** and others).
- Once each mobility of students and teachers/staff is finished, UAH will request information about their level of satisfaction, achievements and practical advices with the help of two reports: the internal **Returning Report** and the official **Erasmus+ Survey**. Information will be shared in the website of the project with the purpose to make it accessible to future students or teachers. With this information UAH will also elaborate the final report of the project, to be presented to the Erasmus National Agency in Spain. The relevant results of the project will be published in the relevant websites (Faculties and University) and local notice boards of both universities.

G. Calendar

1. All student and staff mobilities will take place **during 2020/21 academic year**, between **01/09/2020 and 31/07/2021**.
2. The list of nominated students and the Application forms must reach the receiving institution by the following deadlines:

Receiving institution [Erasmus code or city]	Autumn Semester	Spring Semester
Alcalá University (UAH)	Nominations and Application documents received: 30th April Rest of signed documents of students: 30th June	Nominations and Application documents received: 10th October . Rest of signed documents of students: 15th November
Georgian Technical University (GTU)	June (term starts in September)	November (term starts in March)

3. The receiving institution will send its decision within 4 weeks after Nominations deadline.
4. After the mobilities, a **Transcript of Records** will be issued by the receiving institution no later than 5 weeks after the assessment/examination period has finished at the receiving HEI.
5. Termination of the agreement:

This agreement will come into effect from the date of signature by the partner universities and it will remain valid until the end of the academic year 2020-21. *Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

H. Information

1. Grading systems of the institutions

University of Alcalá:

https://portal.uah.es/portal/page/portal/portal_internacional/repositorio/GradeConversionChart.pdf

The lowest passing grade is **5**, and the highest is **10**; the grading is numerical but not according to statistical distribution.

Georgian Technical University (Tbilisi, Georgia):

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

ECTS credits:

1 academic year = 60 credits

1 semester = 30 credits

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
Alcalá (UAH)	International Relations Office ka107@uah.es +34 91 8855388	https://portal.uah.es/portal/page/portal/port al_internacional/repositorio/visado_estudio s.pdf
Georgian Technical University (GTU)	International Relations and Standards Office pr@gtu.ge tel.: +99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf

3. Insurance

UAH will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

UAH will propose the use of the Insurance provided by the company ONCAMPUS to all the mobile participants (students and staff), and will reimburse to the students (not to the staff) with part of the costs of this Insurance upon arrival to the host Institution.

If the participant does not use this proposed Insurance, then he/she will have to provide to UAH a signed **Declaration of Responsibility** stating that the purchased Insurance has the required coverages: prepaid medical services, travel, accident and repatriation. No reimbursement of costs will be provided by UAH in this case.

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
Alcalá (UAH)	International Relations Office ka107@uah.es +34 91 8855388	www.oncampus.es/en
Georgian Technical University (GTU)	International Relations and Standards Office pr@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
Alcalá (UAH)	International Relations Office ka107@uah.es +34 91 8855388	www3.uah.es/ka107/Accommodation.pdf https://www.uah.es/en/vivir-la-uah/servicios/alojamiento/
Georgian Technical University (GTU)	International Relations and Standards Office pr@gtu.ge tel.: +99532 2365173	www.gtu.ge http://gtu.ge/Eng/Pdf/Students_Guidebook.pdf

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ²
University of Alcalá (UAH)	Julio Cañero Serrano Vice-Rector	25/11/2019	
Georgian Technical University (GTU)	Archil Prangishvili Rector	19.11.2019	

² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

