



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022 – 2025 in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement. The

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁵ (email, phone)	Websites (General/Faculties/ Course catalogue)
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³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Université Paul-Valéry Montpellier 3</p> <p>PIC number : 984247943</p> <p>Direction des Relations Internationales et de la Francophonie Bâtiment IONESCO Route de Mende 34199 MONTPELLIER Cedex 5</p>	<p>F MONTPEL03</p>	<p>Pr. Antoine COPPOLANI Vice-President for International Relations, Francophonie, and relations with local authorities DRIF – Villa Lebecq -Route de Mende. 34199 Montpellier Cedex 5 - FRANCE</p> <p><i>Academic contacts:</i> UFR2 – Département Anglais LEA Anne CREMIEUX anne.cremieux@univ-montp3.fr</p> <p><i>Erasmus+ IIA Manager:</i> Morgan BOYER Phone : +33 467 142 582 erasmus-agreements@univ-montp3.fr</p> <p><i>Erasmus+ incoming students:</i> Lionel CABOS / Caroline KOUYOUMDJIAN Phone : +33 467 14 20 65 erasmus-in@univ-montp3.fr</p> <p><i>Erasmus+ outgoing students:</i> Rahmane AMARA / Soledad GONZALEZ Phone : +33 467 14 26 84 outgoingstudents@univ-montp3.fr</p> <p>Guranda Modebadze- Head Of International Relations Email: International.office@sjuni.edu.ge gurandamdoebadze@yahoo.com Tel: +99577987725</p>	<p>https://www.univ-montp3.fr/fr/erasmus</p>
<p>Samtskhe-Javakheti State University</p>	<p>Akhaltsekhé</p>		<p>www.sjuni.edu.ge</p>

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area		Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Student Mobility [Specify here total number of students]	Number of mobility periods		
		ISCED CODE ⁶ (optional)	NAME (optional)			Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
F MONTPELO3	Samtskhe- Javakheti State University	0230 0210 0313	Language s, Arts, Psycholog y	3 rd cycle	1+1	1+6	2 x 10 days	2 x 7 days
Samtskhe- Javakheti State University	F MONTPELO3	0231 0232	English (LEA & LLCER)	1 st , 2 nd , 3 rd cycle	3	18	2 x 10 days	2 x 7 days

Optional additional information

e.g. blended mobility, etc.

⁶ <https://cirabc.europa.eu/sd/a/2866ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20detailed%20field%20descriptions.pdf>

3. 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 skills⁷ at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction		Recommended level	
		instruction 1	instruction 2	Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
F MONTPEL03		French B1		B1	B2
Samtskhe-Javakheti State University		English	Georgian	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁷ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

Expenditure items

3 main expenditure items for the organizational support are identified:

Postes de dépense

3 postes principaux de dépense du Soutien Organisationnel ont été identifiés:

- Administrative and financial coordination: application submission, intermediate report, final report, budget and funding management, grants payments.
Coordination administrative et financière: présentation de la candidature, rapport intermédiaire, rapport final, gestion du budget et du financement, paiements des bourses.
- Sending activities: selection, communication, preparation and tutoring before, during and after the mobility period.
Activités d'envoi: sélection, communication, préparation et tutorat avant, pendant et après la période de mobilité.
- Hosting activities: administrative tasks, information, academic tutoring, assistance in finding accommodation, cultural and linguistic training.
Activités d'accueil: tâches administratives, information, tutorat académique, aide à la recherche d'un logement, préparation culturelle et linguistique.

Distribution tables

Tableaux de répartition

Mobility of a participant from a partner university Mobilité entrante (vers l'UPVM)			
	UPVM UPVM	Partner University Université partenaire	
Coordination Coordination (20%)	100.00€		
Sending activities Activités d'envoi (25%)		125.00€	
Hosting activities Activités d'accueil (55%)	275.00€		
Total Total	375.00€	125.00€	500.00 € (100%)

Mobility of a participant from a partner university Mobilité sortante (depuis l'UPVM)			
	UPVM UPVM	Partner University Université partenaire	
Coordination Coordination (20%)	100.00€		
Sending activities Activités d'envoi (25%)	125.00€		
Hosting activities Activités d'accueil (55%)		275.00€	
Total Total	225.00€	275.00€	500.00 € (100%)

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁸
F MONTPEL03 <i>(nominations to be sent to: erasmus-in@univ-montp3.fr)</i>	Winter Term: from early September to December (Christmas holiday) Spring Term: from end of January to May.	April 15 th September 15 th
SAMTSKHE-JAVAKHETI State University	Winter Term: from.. to.. Spring Term: from.. to..	February 2 nd September 15 th

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

⁸ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Application procedure		Website for information
Receiving Institution [Erasmus code or city]		Contact details (email, phone)
F MONTPELO3	Application through MoveOn after nomination, questions about incoming student to be sent to: erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus
Samtskhe-Javakheti State University	gurandamodebadze@yahoo.com	

Selection criteria		Website for information (optional)
Requirement	Details	
Academic requirements	ISCED code : 0231, 0232	
CV	No	
Motivation letter	No	
Inclusion measures ⁹	The UPVM is pushing students and staff with fewer opportunities to send an application to the concerned office. An Erasmus+ officer can discuss with the interested person about the opportunities offered by the Erasmus+ Programme.	
Other		

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

⁹ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

- Ensure that students are aware of their rights and obligations as defined in the Erasmus+ Student Charter¹⁰.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

cash, check or similar to avoid delays linked to opening a bank account.

- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures		Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	F MONTPEL03	Housing request to be send to : Caroline KOUYOUMDJIAN Tel : +33 467 14 20 65 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus	
Language Support	F MONTPEL03	Ask to the UPVM coordinator		
Visa	F MONTPEL03	Caroline KOUYOUMDJIAN Tel : +33 467 14 20 65 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus	
Insurance	F MONTPEL03	Caroline KOUYOUMDJIAN Tel : +33 467 14 20 65 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus	
Inclusion of participants with fewer opportunities	F MONTPEL03	Etudes Handi Reception and information for students with disabilities (in French): etud.handi@univ-montp3.fr If you want help from the Erasmus+ office, feel free to write to : Caroline KOUYOUMDJIAN Erasmus+ incoming office (English) +33 467 14 20 65 erasmus-in@univ-montp3.fr	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.	
Mentoring	F MONTPEL03			

Grant payments	F MONTPEL03	Lionel CABOS Tel : +33 467 14 55 61 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus
Alumni information	F MONTPEL03	Lionel CABOS Tel : +33 467 14 55 61 Erasmus-in@univ-montp3.fr	https://www.univ-montp3.fr/fr/erasmus

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed through the European Credit Transfer and Accumulation System
- 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 **non-academic** organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.



Equivalent ECTS	Définition	Mark
A+	Outstanding work showing striking personal insight and originality.	>17/20
A	Thorough understanding, insightful analysis, well-written, wide reading.	16-16,9/20
B	Thorough understanding, insightful analysis, clear and focused work.	14-15,9/20
C	Good understanding, appropriate analysis, generally coherent and well-written.	12-13,9/20
D	Sound understanding, correct knowledge but limited analysis.	11-11,9/20
E	Correct general knowledge and expression, basic understanding of issues.	10-10,9/20
Fx	Incomplete, inaccurate, disorganised, limited understanding. Lack of analytical skills.	7/9,9/10
F	Inaccurate, very little knowledge, very poor spelling and presentation.	0-6,9/20

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

10. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹²
Samtskhe-Javakheti State University	Prof. Maka Beridze Rector	__ / __ / 18 / 2023	
F MONTPEL03	Antoine COPPOLANI Vice-Rector for International Relations and Francophonie	01/18/2023	

¹² Scanned signatures are accepted