



Requirements for IRSES incoming and outgoing seconded personnel

at

Ivane Javakhishvili Tbilisi State University

Ivane Javakhishvili Tbilisi State University (TSU) is a partner of the FP7 project “**Possibilities and limits, challenges and obstacles of transferring CEE EU pre-accession best practices and experience to Moldova’s and Georgia’s pre-accession process**” (IRSES) under Marie Curie Actions, International Research Staff Exchange Scheme; the project started in March 01, 2013 will last until February 02, 2016; Department of Foreign Relations at TSU administers TSU's participation in the project. There are 110 secondment months envisaged from TSU to the project partner institutions while 200 secondments will be received by TSU from Vilnius University, University of Tartu and Moldova State University.

TSU applies the following rules for incoming and outgoing researchers in the framework of the project:

- Seconded academic personnel is required to be a fulltime academic staff of the project participating university with a minimum of 4 years' experience in research and teaching at university level;
- Contracted lecturers may also be eligible to apply on the basis that their teaching and research experience at one of the project partner institutions is no less than 3 years;
- PhD students may also be eligible to apply given that they are at least in their second year of PhD studies, have a minimum of one year's teaching experience at university level and are nominated by a respective Dean;
- Administrative staff from the fields of foreign relations, IT, LLL, QA, financial department and alumni relations are also eligible to apply on the condition that they are nominated by their direct supervisors, have an experience of working in a respective field for minimum of 3 consecutive years and are ready to complete a small-scale research or a case study on the topics relevant to this project;
- Maximum duration of secondments for the TSU researchers is **6 months** and for the TSU administrative staff **3 months**.

English language proficiency is a must and should be confirmed by the sending university or by an officially recognized language certificate (TOEFL, IELTS).

The following materials are compulsory for all applicants:

1. A letter of nomination from a relevant Faculty/Department of the home university;
2. CV in EuroPass format (in English);
3. Statement of purpose/research proposal explaining the motivation for applying to the fellowship (in English, 2-pages max. font size: 11, font type: Arial Narrow, line spacing: 1,15);
4. Certificate proving current PhD status for PhD students and employment references for academic, contracted and administrative staff;



5. English language certificate (official international certificates or an attestation from the coordinator of the sending institution);
6. Two letters of professional and/or academic recommendation

Administration and Management of incoming and outgoing researchers:

For researchers visiting Tbilisi State University:

Department of Foreign Relations at Ivane Javakishvili Tbilisi State University should receive a nomination letter from the project partner university (ies) accompanying the application package mentioned above. Department of Foreign Relations will address respective Faculty or an administrative unit with the request to nominate a coordinator who will support the involvement of the seconded personnel in the university activities during their stay in Georgia. Unless the academic/administrative host is identified at TSU, the mobility cannot be approved.

TSU does not have a pre-booked housing. The DFR will advise the mobility subjects on possible accommodation types however DFR is not able to do housing arrangements for and on behalf of the mobility subjects

Prior to their arrival in Tbilisi a seconded candidate will receive general information from DFR coordinators regarding their stay in the country.

For researchers visiting partner institutions:

TSU DFR should receive a nomination letter from a respective faculty or an administrative unit at TSU to which the seconded personnel belongs to accompanied with the application package mentioned above. Based on that nomination, DFR will prepare the TSU nomination letter and send it to the host institution(s) as requested by the nominated candidate. In addition, DFR will ensure preparing relevant administrative decree on sending a staff on a mission. DFR will also seek for financial support from TSU relevant faculties and/or administration to cover the roundtrip airfare and in case the support is provided by TSU then DFR will book a relevant ticket and make purchase according to TSU internal regulations.

Reporting requirements:

Based on the working topics envisaged by the project the researchers will have to deliver classes, conduct research and prepare a paper/case study, which will be published in the university publication. After the completion of all the work in the frame of the project, a researcher will have to prepare a report (in the format of a questionnaire provided by the TSU Department of Foreign Relations) reflecting on his/her accomplishments and overall evaluation of the secondment. The report must be submitted one week after the completion of the secondment. The report must be submitted to the project coordinator at the University of Tartu, the coordinator of the sending/host university and the coordinator at Ivane Javakishvili Tbilisi State University.