

Erasmus+ Learning Agreement

Student Mobility for Studies

International Mobility (KA171)

What to Fill In at the Application Stage

At application stage you submit the "**Before the mobility**" part only. Everything else is completed later, after you are nominated and accepted.

I. Complete these sections

General information - Student

Field	Notes
Last name(s), First name(s)	Exactly as in your International Passport
Date of birth	Format: day/month/year
Nationality	Georgian
Gender	Male / Female / Undefined
ESI	Write N/A
Study cycle	Bachelor (EQF 6) / Master (EQF 7) / Doctorate (EQF 8)
Field of education (ISCED)	Select the code of your BTU degree (see list below)
Field of education (clarification)	Plain name of your study programme at BTU

ISCED codes used at BTU:

- 0412 - Finance, banking and insurance
- 0413 - Management and administration
- 0414 - Marketing and advertising
- 0313 - Psychology
- 061 - Information and Communication Technologies (ICTs)
- 031 - Social and behavioural sciences

General information - Sending Institution (BTU)

Copy exactly as below - do not change anything.

Field	Value
Name	Business and Technology University
Faculty/Department	Faculty of Business and Technologies

Field	Value
Erasmus code	N/A
City	Tbilisi
Country	Georgia
Administrative contact person	Ani Chelishvili, Head of Development and International Relations Office, Erasmus+ Institutional Coordinator
Email	ani.chelishvili@btu.edu.ge
Phone	+995 32 2195 015

General information - Receiving Institution

Field	Notes
Name, Faculty/Department	Copy exactly from the call for applications
Erasmus code / City	Leave blank
Country	Copy exactly from the call for applications
Administrative contact person; email; phone	If you do not have it, leave blank - the International Office will complete it after the selection process ends

Language competence

Tick your CEFR level in the language of instruction. **At least B2 is required.** The level must also match what the host university asks for.

Mobility type and duration

- Tick **Long-term mobility**.
- Fill in the academic year and the planned start and end dates. These are estimates - the host confirms them later.

Table A - Study programme at the Receiving Institution

The core of the document. For each course: component code (if any), title as written in the host course catalogue, term and ECTS.

- Copy titles **word for word** from the host catalogue - do not translate or shorten.
- Fill in the **total ECTS** row.
- Paste the **web link to the host course catalogue** in the field below the table.
- **30 ECTS** per semester is highly recommended (Minimum credit load: 20 ECTS per semester)
- **Do not select subjects you have already covered at BTU.**

Table B - Virtual component

Only if your mobility includes one. Otherwise leave the whole table empty - do not delete it.

Table C - Recognition at BTU

Each course in Table A must have a matching line here: the BTU component it will be recognised against, term, ECTS and the **automatic recognition** box ticked Yes or No.

- Total ECTS in Table C should correspond to Table A.
- If you tick No, a written justification is required.

Commitment of the three parties (first signature table)

Fill in your **name, email and date**, then sign. The Position field is already "Student".

2. Leave blank at this stage

- Signatures of the responsible persons at BTU and at the host university
- Receiving institution's administrative contact, if unknown to you
- **During the mobility** - Tables A2, B2, C2 and the second signature table
- **After the mobility** - Tables D and E

3. Before you submit - quick check

1. Names match your passport.
2. Every Table A course also appears in Table C.
3. Table A and Table C totals are consistent and reach at least 20 ECTS.
4. Course titles and codes match the host catalogue exactly and none of the courses duplicate what you have already studied at BTU.
5. The course catalogue link works.
6. Dates fall within the academic year of the call.
7. The file is submitted as **PDF**, signed named Surname_Name_LA.pdf.

Questions:

Development and International Relations Office
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erasmusplus@btu.edu.ge