

**Mobility Project for Higher Education
Students and Staff with Partner Countries**

**GUIDELINES FOR THE SELECTION PROCEDURE OF ERASMUS+ APPLICATIONS.
ELIGIBILITY CHECK AND ACADEMIC EVALUATION PERFORMED
BY THE PARTNER INSTITUTIONS**

CALL OF APPLICATIONS 2019-2020

Partner universities undertake to follow the **impartial, transparent** selection of own applicants for an Erasmus+ mobility to *Alexandru Ioan Cuza* University of Iasi. Partner universities follow closely the **internal calendar** of the call of applications recommended by *Alexandru Ioan Cuza* University of Iasi, by:

- 1) Nominating the Erasmus commission(s) at faculty/ university level;
- 2) Announcing the call of applications at faculty/ university level (which includes criteria for eligibility and evaluation, application documents, deadline(s), contact person, etc.);
- 3) Organising the application process (submission and evaluation of files);
- 4) Publishing the initial results;
- 5) Organising the appeal;
- 6) Publishing the final results;
- 7) Sending the final results + all applicants' files to UAIC.

I. Before starting the selection process in your home universities, please make sure you have prepared the following DOCUMENTS:

- 1) **Nomination of the Institutional Erasmus Coordinator** (approved by the legal representative / Senate / Executive Board of the partner university);
- 2) **Nomination of Erasmus Faculty Coordinators** (they will mainly be in charge with the academic counselling of the outgoing and incoming student mobility) - approved by the legal representative / Senate / Executive Board of the partner university;
- 3) **Nomination of the Erasmus Commissions in charge with the academic evaluation of candidates** (approved by the legal representative / Senate / Executive Board of the partner university);

In the setting up of the Erasmus Commissions, please take into account the following:

- ✓ Each Commission should consist of up to 3 members;
- ✓ Each Commission of student selection must include 1 student (for transparency reasons);
- ✓ Each Commission must include the Erasmus Faculty Coordinator;
- ✓ Several Commissions may function, in accordance with the different types of mobility.

Translations into English of the above mentioned documents should also be available for *Alexandru Ioan Cuza* University of Iasi when required.

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II. ELIGIBILITY AND EVALUATION TIMETABLE

Once you have established the composition of the Erasmus Commission(s) in your university, you may proceed with the organisation of the **call of applications, eligibility check** and **academic evaluation** of your outgoing applications.

II. A) ELIGIBILITY CRITERIA TO BE CHECKED

Within the eligibility verification, the **home university must check the following items:**

- whether the candidate is already enrolled as a full-degree student (in case of students)/ employed in the respective partner university (in case of staff);
- in case of students: the study level and year of study the student is currently enrolled in;
- completeness of the application file: if all mandatory documents are submitted, as required by the Erasmus+ project, and the application does not contain just empty papers or other files with no connection to the application.

The **mandatory documents of the application file** are as follows:

a) For student study / traineeship mobility:

1. **ID/ passport**
2. **Student Application Form** (see form attached)
3. **Learning Agreement for studies / Learning Agreement for traineeships** (filled in with information on the student and the home university, in the section *Before the mobility* – Table A and signed by the student and the home university in the section *Commitment*) (see form attached)
4. **Transcript of records from your home university** (authorized translation into English or issued directly in English)
5. **Language certificate** (for the language of instruction of the respective study programme in the host university); internationally recognized certificates should be preferred to those issued by universities or other language centres.

b) For staff teaching / training mobility:

1. **ID/ passport**
2. **CV**
3. **Proof of employment in the home university**, issued by the home university (authorized translation into English or certificate issued directly in English)
4. **Teaching / Training Mobility Agreement** signed by the staff member and the home university (see attached)

Reasons for deciding that an application is **not eligible:**

- the candidate is not enrolled as a full-degree student / employed in your university;

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- the candidate's level of study (for students) / position in the institution (for staff) does not match the type of scholarship he/she is applying for;
- the application file does not include the required documents for the respective type of mobility and level.

If the candidate is not eligible, you must also state the reasons(s) why his/her application has been considered to be non-eligible.

II. B) ACADEMIC EVALUATION

For Bachelor, Master and Doctorate:

(Grade 1) Academic merit - 5p max.

(Grade 2) Language competence - 2p max.

(Grade 3) Motivation - 3p max.

For Academic and Administrative Staff:

(Grade 1) Academic merit - 5p max.

(Grade 2) Motivation - 5p max.

Non-eligible applications and applications which do not get the total minimum grade 5 will be rejected. The others are declared as admissible, graded and ranked by their home university.

Grade each application (Academic merit, Language competence and Motivation – *for students*; Academic merit and Motivation – *for staff*) and mark each application as selected/reserve/rejected **according to the number of scholarships your university has been allocated during the current call of applications.**

For the rejected applications you also have to fill in with the reason, which will be available for the applicant as basis for a possible appeal. You may, of course, use the “Justification” column in order to make any comments you consider necessary even in case of reserve candidates.

Reasons for deciding that an application is rejected:

- The poor quality of the application (e.g. poor academic results);
- The field of study of the candidate does not match any of the specializations offered by your university;
- Lack of language skills required;
- Etc.

III. COMMUNICATION OF FINAL RESULTS TO ALEXANDRU IOAN CUZA UNIVERSITY OF IASI

Once the selection process has ended, partner universities fill in and sign/stamp the **Minutes of the Selection**, as well as individual **Declarations of Impartiality** by all the **members of the Erasmus Commission(s)** (*see forms attached*).

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The Minutes of the Selection will be sent to UAIC together with **all applicants' files** (see the list of mandatory documents above). **Sending incomplete files of applicants or not meeting the deadline annuls the applications included in the Minutes of the Selection and allows *Alexandru Ioan Cuza University of Iasi* to re-allocate the funds which thus become available to other partner universities in the respective countries.**

Erasmus+ Office
Alexandru Ioan Cuza University of Iasi