

*Ho Chi Minh 15 Nov 2018*

**Comments and highlighter – should be deleted**

**Recruitment protocol for the student mobilities within the Erasmus+ Programme in the academic year 2018/2019**

Faculty of ……………………………..

A Recruitment Committee meeting consisting of the given members was held on the 12th of July 2015:

1……………………………………………………………[e.g. Prof. John Smith, departmental coordinator]

2……………………………………………………………

3……………………………………………………………

The aim of the setting was to recruit and determine a list of students keen to take part in the Erasmus+ Programme for studying purposes at the University of Zielona Góra.

According to the Policy of the Erasmus+ Programme and ECHE card a person that would like to take part in the mobility should have handed required documents before the given deadline:

* [online] application form
* transcript of records
* certificate of language competence confirmation
* …………………………. [other, please name]

Students’ applications rating was based on the criteria taken into account by the committee: academic results (i.e. grades), good language skills of a foreign language no lower than given in the Inter-Institutional Agreement, respectfully B1 or B2 (in compliance with the Common European Framework of Reference for Languages “CEFR”) and overall interview. The committee took also into account the following criteria: …………………………………………………………………............................................................................... .

Each candidate for the mobility was requested to describe his/her person in a detailed manner, to elaborate about his/her academic results and explain what is their motivation for the Erasmus+ mobility for studies at the University of Zielona Góra. Part of the discussion was conducted in the foreign language specified in the Inter-Institutional Agreement.

The following applications were not considered:

* incomplete
* invalid or faulty
* with language declarations below the required level stated in the Inter-Institutional Agreement.

Before the deadline 23 applications were provided.

Because of the formal issues the following applications were rejected:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Surname, name | Level of studies | Year of studies | Reason of rejection |
| 1 |  | Bachelor | 1st | e.g. Insufficient grades |
| 2 |  | Master | 2nd | e.g. invalid level of foreign language |
| 3 |  | Doctorate | 3rd | e.g. lack od documents (Transcript of Records) |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

The rest of the applications were thoroughly looked to.

If a student handed a couple of applications, only the latest one was taken into consideration/the Recruitment Committee chose one of them, according to their liking.

The Recruitment Committee decided on the scale from 0 to 5 points how good were the academic results, the student could receive 1 additional point if he applied for the mobility for the first time. On the scale from 0 to 5 points it was decided how good the student did during the interview.

Signatures of the Committee Members

1………………………………………………….

2………………………………………………….

3………………………………………………….

Ranking list of students for the mobilities within the Erasmus+ programme in the academic year 2018/2019.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Surname, Name | host University | Academic results(points) | First application for the Erasmus+ Programme (points) | Interview (points) | Total sum of points | Comments |
| 1 |  | UZG |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |

Approved by the Dean of the Faculty/Vice Rector/President

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Signature and stamp